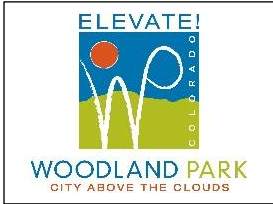


PUBLIC NOTICE



Historical Preservation Committee (HPC)
220 W. South Ave., Woodland Park, CO 80863
Monday, January 4, 2020 – 3:30 PM

AGENDA

Virtual ZOOM meeting*

1. Call to Order and Roll Call
2. Approval of Minutes – November 2, 2020
3. Public Hearings
4. Committee Business
 - a. Interpretive Signage for Cog Car
 - b. Midland Terminal Depot – Grants
 - c. Comprehensive Plan Update
 - d. Proposed Bylaws Amendment – Ordinance No. 1389
5. Reports
 - a. Committee Members' Reports
 - b. Council Member Liaison's Report
 - c. Planning Director's Report
 - Election of Officers in February
 - Work Plan Discussion in February
6. Public Comment on Items Not on the Agenda
7. Adjournment

** Due to the COVID-19 emergency, this HPC meeting is a virtual meeting via ZOOM platform. To join the Zoom meeting, click on the HPC link for this meeting on the front page of the City website (city-woodlandpark.org).*

FOR MORE INFORMATION PLEASE CONTACT THE WOODLAND PARK
PLANNING DEPARTMENT AT (719)687-5283



**City of Woodland Park
Historical Preservation Committee
Monday, November 2, 2020 – 3:30 PM
City Hall – Upstairs Conference Room
Minutes**

1. **Call to Order and Roll Call:** Chair Laurie Glauth called the meeting to order at 3:32 PM. Members in attendance included: Laurie Glauth, Larry Black, and Carrol Harvey. Absent were David Langley and Jim Unruh. Also in attendance were City Council Representative Val Carr, Planning Director Sally Riley and Permit Technician Dorie Slaughter.
2. **Approval of Minutes: October 5, 2020: MOTION:** Carrol Harvey moved and Larry Black seconded to approve the October 5, 2020 minutes. The minutes were approved unanimously.
3. **Public Hearings:** None.
4. **Committee Business:**
 - a. **Interpretive Signage for Cog Car** – Ms. Riley reported that there is no new information to report.
 - b. **Midland Terminal Depot** – Ms. Riley reported that Penny Riley from Newmont Gold Mine has a meeting on the 4th of this month with her committee, so we should hear something shortly. Ms. Glauth inquired that if we receive grant money to do the asbestos abatement, should we update our quote to reflect that the abatement is complete. Ms. Riley indicated that she would go back to David Langley and Carl Andersen for a new quote. Ms. Glauth recommended that we start planning to draft grant requests for the next phase. Ms. Harvey indicated that she did not mind doing more writing.
 - c. **Placemaking and Main Street** – Ms. Glauth reported that the wayfinding signage is wrapped up and lighting on the antler arch is wrapped up. Main Street is submitting their last invoices for reimbursement. Mr. Black indicated that it looks really nice. Ms. Glauth discussed the mural on the Ute Pass Cultural Center and an area that gets water behind it and causes it to crack. She indicated that we need to divert the drainage from the roof. Ms. Glauth also expressed that we have all these public assets and we need to figure out how to maintain them. Ms. Riley indicated that the Public Works Department is looking at an asset management program which may be helpful to document

the necessary maintenance for public art. Ms. Glauth inquired if we should have it on the HPC work plan.

- d. **Transportation Poster** – Ms. Riley reported that the poster is done. Mr. Langley is getting it to the printer. Ms. Riley is hoping to get them to the City Council meeting this Thursday and distribute to the City Council members. Fifty are being printed at the UPS Store in Woodland Park.
 - e. **CLG Annual Report** – Ms. Riley indicated that the report was completed and was acceptable to Erica Duvic, Preservation Planner for History Colorado. The state will then send the CLG report to the Department of Interior. Ms. Riley shared a portion of the report regarding: 1. what makes you most proud, which was working with the Woodland Main Street to implement the downtown Placemaking Strategies; and 2. what was HPC's biggest problem, which was dealing with and adjusting to the COVID-19 pandemic.
5. **Reports:**
- a. **Committee Members' Reports** – Mr. Black reported that the Vince Gordon house, which is located at 520 N. Maple Street, sold. The owners Bryan and Julie Critchlow sold it and indicated that the new owners did not want the trophy mount from Vince Gordon. Mr. Black was wondering if the City would want it. Ms. Riley indicated that she would contact the new owners to provide them the architectural survey of the home and ask them if there are any artifacts that they would like to donate. Mr. Black also reported on the dude ranch documentary which is sponsored by UPHS. He indicated that the Video Document Committee will start November 9. They have \$5,000 to begin the project. Mr. Black also asked if he needs to resubmit an application to be on the Committee since his term is expiring. Ms. Riley indicated that Mr. Black and Mr. Unruh need to resubmit if they want to continue on HPC.
 - b. **Council Member Liaison's Report** – None.
 - c. **Planning Director's Report** – Ms. Riley reported that Ute Pass Historical Society is holding a wreath making class at the Ute Pass Cultural Center next Wednesday, November 11, from 9 a.m. to 12 p.m. if anyone would like to attend. They will be making wreaths to go on History Park and then a dozen more to sell. Ms. Riley asked the Committee if they would like to cancel the December meeting and plan to meet in January. Everyone agreed.
6. **Public Comment on Items Not on the Agenda** – None.
7. **Adjournment:** The meeting was adjourned at 4:07 p.m. The next meeting is scheduled on **Monday, January 4, 2020 at 3:30 PM** in City Hall Council Chambers.

Recorded by Dorie Slaughter, Permit Technician and approved by the HPC:

This _____ day of _____, 2020

Laurie Glauth, Chair



City of Woodland Park Memo to HPC

HPC on January 4, 2021

<u>Agenda Item</u>	<u>Department</u>	<u>Presenter</u>
4. d.	Planning	Sally Riley, AICP Planning Director

AGENDA ITEM

8. A. *To Consider Ordinance No. 1389, Series 2021 to amend Section 2.44.020 B. of the Municipal Code and to amend the Historical Preservation Committee Bylaws, specifically, Article II - Membership, Section 2: Appointment and Term of Office to establish four-year terms. (L)*

BACKGROUND

1. On April 7, 2020, a majority of the Woodland Park voters passed a City Charter amendment to Article V of the Charter that limits the appointments to the Historical Preservation Committee to two terms or a maximum of eight years whichever is the lesser.
2. Currently, §2.44.020. B. of the Municipal Code and the Historical Preservation Committee's original bylaws and rules of procedures limit HPC to two-year terms of office with no term limits.
3. Furthermore, the Historical Preservation Committee membership is required to uphold its Certified Local Government (CLG) status by maintaining professional expertise of 40% of its membership, and training requirements for all members.
4. Therefore, the current two-year term limit is recommended to change to a four-year term limit for Historical Preservation Committee appointments beginning in 2021 with appointments taking place on January 21, 2021.

RECOMMENDATION

To recommend approval of Ordinance No. 1389, Series 2021 to amend Section 2.44.020 B. of the Municipal Code and to amend the Historical Preservation Committee Bylaws, specifically, Article II - Membership, Section 2: Appointment and Term of Office to establish four-year terms.

ATTACHEMENTS

1. Ordinance 1389, Series 2021
2. Amended (redlined) HPC Bylaws and Rules of Procedures

Please contact the Planning Department (687-5283) if you have any questions.

**CITY OF WOODLAND PARK
ORDINANCE NO. 1389, SERIES 2021**

**AN ORDINANCE TO AMEND THE BYLAWS AND RULES OF PROCEDURES FOR
THE HISTORICAL PRESERVATION COMMITTEE AND AMEND §2.44.020. B. OF
THE MUNICIPAL CODE**

WHEREAS, the City Council of the City of Woodland Park, Colorado adopted Ordinance 607, Series 1994, which calls for the establishment of a Historical Preservation Committee with specific terms and no term limits; and

WHEREAS, Ordinance No. 607, Series 1994, Section 2. C, and codified as §2.44.020. C. of the Municipal Code states that the Historical Preservation Committee shall establish and operate according to bylaws, subject to the approval of same by City Council; and

WHEREAS, Ordinance No. 607, Series 1994, Section 2. B, and codified as §2.44.020. B. of the Municipal Code establishes terms of office of the Historical Preservation Committee; and

WHEREAS, Resolution 504, Series 2000, adopted the Historical Preservation Committee's original bylaws and rules of procedures that included two-year terms of office with no term limits; and

WHEREAS, Ordinance No. 1365, Series 2020 submitted a ballot question to the electors of the City related to amending the City Charter to create term limits for Boards, Commissions, and Committees; and

WHEREAS, on April 7, 2020, a majority of the voters passed a City Charter amendment to Article V of the Charter that limits the appointments to the Boards, Commissions, and Committees to two terms or a maximum of eight years whichever is the lesser; and

WHEREAS, the Historical Preservation Committee membership is required to uphold its Certified Local Government status by maintaining professional expertise of 40% of the appointed membership, and training requirements for all members; and

WHEREAS, the current two-year term limit is recommended to change to a four-year term limit for appointments to the Historical Preservation Committee beginning January 1, 2021.

NOW, THEREFORE, THE CITY OF WOODLAND PARK, COLORADO ORDAINS:

Section 1. §2.44.020. B of the Municipal Code is hereby amended as follows:

Appointment and Terms of Office. The members of the Committee ~~shall~~ **will** be appointed by the city council, and shall serve for ~~two-year~~ **four-year**, ~~overlapping~~ **staggered** terms. Members may continue to serve, until their successors have been appointed **and for no more than two four-year**

terms. In the event of a vacancy between terms, the city council shall appoint an interim member of the remainder of said term.

Section 2. The current Bylaws and Rules of Procedure of the Historical Preservation Committee, Article II – Membership, Section, 2. Appointment and Term of Office is hereby amended from a two-year term to a four-year term and a two-term limit as annotated by Exhibit A attached hereto.

The foregoing Ordinance was adopted at a regular meeting of the City Council, held in Woodland Park, Colorado, on the ____ day of _____, 2021.

Val Carr, Mayor

ATTEST:

Suzanne Leclercq, City Clerk

APPROVED AS TO FORM:

Jason Meyers, City Attorney

EXHIBIT A
CITY OF WOODLAND PARK
HISTORICAL PRESERVATION COMMITTEE
BYLAWS AND RULES OF PROCEDURE

These Bylaws and Rules of Procedures of the Woodland Park Historical Preservation Committee were adopted pursuant to the direction of the Woodland Park City Council on August 17, 2000 and amended on March 5, 2009. These amended Bylaws and Rules of Procedures were adopted on December 17, 2020 pursuant to the direction of the Woodland Park City Council and became effective on January 4, 2021.

ARTICLE I
PURPOSE

The purpose of the Woodland Park Historical Preservation Committee (hereinafter “The Committee”) will be to constitute a qualified advisory group to assist the City Council in analyzing and determining policies and plans of action in the areas of (1) protection and preservation of the historical and cultural heritage of the City of Woodland Park (“the City) through historic landmark designations, (2) orderly and effective acquisition, preservation and management of all significant historical documents, artifacts, and structures, (3) regulation of alteration, relocation, removal, or destruction of historically significant sites or artifacts, (4) encouragement and provision of educational opportunities to increase the appreciation and understanding of the unique heritage of the City of Woodland Park and surrounding areas and other projects as requested by the City Council. This purpose was established through the adoption of Ordinance No. 607, Series 1994.

ARTICLE II
MEMBERSHIP

Section 1: Eligibility. The Board shall consist of five (5) citizen members, at least three (3) of whom must be city residents. At least one member must be a Ute Pass Historical Society board member or designee. Each member of the Committee will be formally appointed by the City Council. Each member of the Committee shall be at least eighteen (18) years of age and possess qualifications that are compatible with the Committee’s purpose and authority. The Committee may also include (3) ex officio members; one member of the City Council, one member of the City Planning Commission and one youth member. The ex officio members will be appointed by the City Council and must be residents of Woodland Park. The ex officio members shall serve as liaisons to the City Council, City Planning Commission and youths of the City, respectively.

Section 2: Appointment and Term of Office: The members of the Committee will be

appointed by the Council to serve ~~two-year~~ **four-year**, staggered terms. ~~Initial appointments shall establish the staggering so that two members shall be appointed to a one-year term and the other three members will be appointed to a two-year term.~~ Appointments will be made at the ~~second~~ regular Council meeting in January of each year. Appointments will also be made at such times as necessary to fill vacancies caused by resignation, removal, death or incapacity. ~~There will be no limit on terms that a member may serve on the Committee.~~ **Any appointed member shall serve for no more than two, four-year terms.**

Section 3: Vacancies: Vacancies on the Committee will be filled by appointment of the Council, which appointment shall be effective only for the remainder of the term of the member who previously served.

Section 4: Removal. Any member of the Committee may be removed by the Council for non-performance of duty or misconduct. Unexcused absence for three or more consecutive regular meetings or six regular meetings within a calendar year will be considered a form of non-performance of duty.

Section 5: Compensation. The members of the Committee will receive no compensation. Members will be reimbursed for authorized actual expenses incurred in the performance of their official duties.

ARTICLE III **POWERS AND DUTIES**

Section 1: Adopt Criteria. The Committee will adopt criteria for review of historic resources and review of proposals to nominate, alter, move, remove, or demolish such resources. Criteria adopted by the Committee shall be subject to approval by City Council. The Committee will accept recommendations and relevant data input from City Staff and applicable services and will accept applicable services related to the conduct of such investigations and analyses as it deems appropriate, and forward recommendations for City Council consideration.

Section 2: Review Nominations. The Committee will review resources nominated for historical landmark designation and make recommendations to the City Council

Section 3: Review Alterations. The Committee will review and make recommendations on any proposed alteration to a designated historic landmark.

Section 4: Review Removal. The Committee will review and make recommendations on any proposed moving, removal, or demolition of a historical landmark.

Section 5: Advise. The Committee will advise and assist owners of historic properties

and /or potential historic properties as well as any citizen on the physical and financial aspects of preservation, renovation, rehabilitation, and reuse, including the nomination process.

Section 6: Education. The Committee will develop and/or assist in public education programs about local history.

Section 7: Historical Surveys. The Committee will conduct or assist in conducting historical surveys concerning historic resources.

Section 8: Local History. The Committee will advise the City Council as necessary on matters related to preserving local history.

Section 9: Financial Assistance. The Committee will actively pursue financial assistance for preservation-related programs and activities.

Section 10: Additional Powers and Duties. The Committee shall have additional powers and duties as are lawfully conferred upon it by the City of Woodland Park City Council, by the Charter, and Code of the City of Woodland Park.

ARTICLE IV **ORGANIZATION**

Section 1: Selection of Officers. The Committee will elect a Chairperson of the Committee and a Vice-Chairperson of the Committee at the first regular meeting after appointments by City Council each January.

Section 2: Duties. The Chairperson will preside at all meetings, maintain order, decide all points of procedure, and appoint any subcommittees deemed to be necessary. The Vice-Chairperson shall act as Chairperson in the absence of the Chairperson. In the absence of both the Chairperson and the Vice-Chairperson, the remaining members will designate a Chairperson for that meeting from among their number.

Section 3: Planning Department's Assistance. The City Manager or his/her designee will provide the Committee with administrative assistance to include, but not be limited to, preparation of agenda, publication of meeting notices, and preparation of meeting minutes. The City Planning Staff will also furnish professional and technical advice to the Committee.

Section 4: City Attorney Legal Assistance. All pertinent questions of law will be referred to the City Attorney for advice and opinion.

ARTICLE V

MEETINGS AND MEETING PROCEDURES

Section -II: Regular Meetings. The regular meeting date will be the first (1st) Monday of the month or as determined by the members of the Committee. Meetings will be scheduled when agenda items warrant a meeting that month. The meetings will be held at City Hall, Woodland Park, Colorado, unless advertised differently. If a meeting is deemed necessary and a legal holiday is on the same day as the regular meeting, or a quorum of members cannot attend for a meeting on a regular meeting date, such meeting will be rescheduled on an alternate day.

Section 2: Special Meetings. Special Meetings may be called by the Chairperson or at the request of any two (2) regular members of the Committee or at the request of the Mayor or the City Manager.

Section 3: Work Sessions. Work sessions for any purpose may be held on the request of either the Chairperson, Vice-Chairperson, any (2) regular Committee members or the City Manager. Work sessions may be held at any regular or special meeting of the Committee, subject to providing notice as provided herein.

Section 4: All Meetings are Open to the Public. All meetings of the Committee shall be open to the public.

Section 5: Notice of Meetings and Hearings. Written notice of all meetings will be given to Committee members by depositing notice in the mail five (5) days prior to a meeting or delivery in person to Committee members three (3) days prior to a meeting. The agenda and all reports and data shall accompany the notice. It will be Committee policy that a notice of any meeting will be published and advertised in the official City newspaper at least five (5) days prior to the meeting. The notice will specify the date, time, and place of the meeting and will include an agenda of the business to be transacted. In the event that publishing a notice of a meeting as stated above is not possible or not practical, a notice of the meeting will be posted at City Hall. The Committee shall publish notice of public hearings as required pursuant to the Municipal Code.

Section 6: Agenda. An agenda will be prepared for each meeting of the Committee. The agenda will include the various matters of business as scheduled for consideration by the Committee. Committee members may request items to be placed upon the agenda.

Section 7: Quorum. A majority of all of the regular members of the Committee shall constitute a quorum for conducting business at any meeting. No action shall be taken in the absence of a quorum, except to adjourn the meeting to a subsequent date.

Section 8: Order of Business. The Chairperson will conduct the meeting and maintain order. The Chairperson will call the Committee to order and will record or have recorded

the members present and absent. The order of business of a regular meeting will be as follows:

1. Call to Order and Roll Call
2. Approval of the Minutes of the Previous Meeting
3. Public Hearings
4. Committee Business
5. Reports
6. Public Comment on Items Not on the Agenda
7. Adjournment

Section 9: Public Hearing Procedure. Public hearings will be conducted by the Committee in order to collect and assess public opinion on specific issues, subject to the general procedure and order as defined by the City's Charter and Codes.

Section 10: Public Comment: The Committee may receive public comment on issues related to the powers and authority of the Committee without the formality of a public hearing at the discretion of the Committee.

Section 11: Rules of Order. Should any disputes arise regarding procedural matters, applicable law, ordinance, or these Bylaws shall resolve such dispute. If no law or ordinance is applicable, the Board will be governed by procedures set forth in "Robert's Rules of Order" in the current edition of such rules.

Section 12: Voting Procedure. Voting on all issues that can be resolved by a positive/affirmative vote will be by roll call and will be recorded by yes, no, or absent. All members of the Committee present including the Chairperson are required to cast a vote for each motion. The minutes of the proceedings will indicate the vote of each member on every matter acted upon and will indicate the member's determination or absence. A member may abstain only if said member has declared a conflict of interest. Voting by Committee will be held subject to the following rules:

- a) A quorum of the regular Committee members must be available to vote on any specific motion.
- b) When a motion in favor (or for denial) of any matter results in a tie vote, it will be entered into the minutes as a vote to table the motion being considered. Motions so tabled, will be forwarded to the agenda of the next regular Committee meeting if no immediate subsequent action is taken. Nothing herein shall prevent any member from making a subsequent motion on any matter where a prior motion is not approved by a majority vote of all members present.
- c) The Chairperson shall have the right to make motions or to second motions.
- d) A vote to continue or table a matter under consideration shall not be construed to constitute a vote on the merits of the matter.
- e) A motion to adopt or approve staff recommendations or to approve an action under consideration shall, unless particularly specified, be deemed to include adoption of all findings, and execution of all actions recommended and clearly

stipulated in the matter.

ARTICLE VI
MISCELLANEOUS PROVISIONS

Section 1: Conflict of Interest. In the event that any Committee member or any member of his/her immediate family has or could reasonably be construed to have a conflict of interest as defined by the laws of the State of Colorado and the City, the member will declare such conflict of interest prior to the commencement of any discussion on the agenda item and will recuse himself/herself from all further participation in the deliberation or voting on such item. Any member of the Committee who believes another member of the Committee has or may have a conflict of interest will so state. If, after discussion, a consensus has not been reached, the subject member has not determined that a conflict of interest exists, the chairperson will review the urgency of the subject issue with the Committee. If the Committee believes action should be taken at the current meeting, the Committee will so vote. If the Committee believes the subject member has a conflict of interest, it will so vote. If the Committee vote indicates action on the issue is not required at the current meeting, the Chairman and subject Committee members will consult the City Attorney and request his opinion on the issue of conflict of interest. The City Attorney's opinion shall be considered final.

Section 2: Official Records. The official records of the Committee shall include the Bylaws of the Committee, minutes of the Committee's Public Hearings, and any policy statements, reports, and plans recommended by the Committee. The records shall be maintained by the City Clerk or her appointed designee and shall be available for public inspection during customary office hours. The normal statutes and/or customary practices regarding municipal record retention shall apply to the Committee's records.

Section 3: Reports. The Committee will submit to the City Council such regular or special reports as may be requested by City Council or required pursuant to these Bylaws or the City Code, and such other information as the Council may from time to time request.

Section 4: Recording of Meetings. Meetings of the Committee will normally be recorded by electronic device which recordings will be retained according to the established City policy.

ARTICLE VII
AMENDMENTS

These Bylaws may be amended by majority vote of approval of all of the members of the Committee, followed by a majority vote of approval of the City Council.

IN WITNESS WHEREOF, THE CITY OF WOODLAND PARK HISTORICAL PRESERVATION COMMITTEE AND THE CITY OF WOODLAND PARK CITY COUNCIL HAVE APPROVED AND SIGNED THESE BYLAWS AND RULES OF PROCEDURE OF THE CITY OF WOODLAND PARK HISTORICAL PRESERVATION COMMITTEE UPON THE DAY, MONTH AND YEAR SPECIFIED BELOW. TO BE EFFECTIVE UPON THE ____ DAY OF _____, ~~2000~~2020. CITY OF WOODLAND PARK HISTORICAL PRESERVATION COMMITTEE APPROVED AND ADOPTED THIS ____ DAY OF _____. ~~2000~~2021.

HISTORICAL PRESERVATION COMMITTEE

CHAIRPERSON

VICE-CHAIRPERSON

CITY OF WOODLAND PARK CITY COUNCIL

REVIEWED AND ADOPTED THIS _____ DAY OF _____ ~~2000~~2020

CITY COUNCIL:

ATTEST:

MAYOR

CITY CLERK