



## PUBLIC NOTICE – AGENDA

**Historic Preservation Committee (HPC)  
Tuesday, October 7, 2025 – 3:30 PM  
2<sup>nd</sup> Floor Conference Room – 220 W. South Ave**

*Zoom link available from the calendar at the bottom of the front page of the City website ([www.woodlandpark.gov](http://www.woodlandpark.gov)).*

1. Call to Order and Roll Call
2. Approval of Minutes – September 2, 2025
3. Public Hearings – None
4. Committee Business – Active Projects
  - a. Junction House/Roberts House Grant (P3)
    - Revised Roberts House Grant to-do list
  - b. Templeton Cemetery Restoration Plan (P2)
  - c. Preservation Plan (P4)
  - d. Bergstrom Park Reimagined (P5)
  - e. Youth Poster (E2)
5. Other Business
  - a. 2026 Work Plan
  - b. 2026 Proposed Budget
  - c. Colorado’s 150-year Anniversary
  - d. Historic Designation Possibility
    - 107 W. Henrietta Avenue
    - 112 & 116 W. Lake DRAFT Letter (attached)
  - e. Vos Building (F3)
6. Reports
  - a. Committee Members’ Reports
  - b. Council Member Liaison’s Report
  - c. Planning Director’s Report
7. Public Comment on Items Not on the Agenda
8. Adjournment

FOR MORE INFORMATION PLEASE CONTACT THE WOODLAND PARK PLANNING DEPARTMENT AT (719) 687-5202



**Historical Preservation Committee**  
**Tuesday, September 2, 2025 – 3:30 PM**  
**City Hall – 2<sup>nd</sup> Floor Conference Room**  
**Minutes**

1. **Call to Order and Roll Call:** Chair Glauth called the meeting to order at 3:35 p.m.  
**Members present:** Chair Laurie Glauth, Vice Chair Linda Allred, Eric Simonson, Larry Black, and David Langley. Staff members present included Senior Planner CJ Gates and Permit Technician Amy Wolin (via Zoom).  
**Members Absent:** Planning Director Karen Schminke and City Council Representative Jeff Geer.
2. **Approval of Minutes – August 5, 2025:** Mr. Black motioned and Mr. Simonson seconded to approve the August 5, 2025 Minutes as presented. Motion carried unanimously by voice vote.
3. **Public Hearings – None**
4. **Committee Business – Active Projects:**
  - a. **Junction House/Roberts House Grant (P3)**
    - a. **Roberts House Grant to-do list update – Meeting with History Colorado:**

Vice Chair Allred sent Senior Planner Gates an email yesterday, explaining that the Period of Significance (1919-1938) was approved by History Colorado, and gave him the physical file. The bathroom addition will not have to be removed because it was added during this time. There is some confusion on whether the City and City’s grant writer (Kimberly) has the documentation and information needed. The HPC can move forward with the Planning Grant application to History Colorado, but Senior Planner Gates and Planning Director Schminke need to be included in HPC emails, communication, and process. It is now time for the HPC and Senior Planner Gates to go back to Kimberly and start the Planning Grant application.

The Planning Grant needs to be completed before the end of 2025 so the cost-share grant can be applied for. Vice Chair Allred will send Steve Plutt’s written report to Senior Planner Gates.

Chair Glauth added that Jeff Geer is now the City Council liaison, but he wasn’t available for today’s HPC meeting. He has not yet met with her and Vice Chair Allred. Senior Planner Gates gave Council Member Geer a copy of the HPC binder, including the by-laws, budget, and work plan.

- b. **Templeton Cemetery Restoration Plan (P2):** Vice Chair Allred said that there are no plans at the moment, as Mr. Simonson is working on it.
- c. **Preservation Plan (P4):** Discussed when reviewing the 2026 Work Plan.
- d. **Bergstrom Park Reimagined (P5):** Chair Glauth said that the Bergstrom Park Reimagined Plan was adopted but is on the backburner because of funding. The City is going ahead with purchasing Arden Weatherford's lot west of Bergstrom Park and Tava so that a street can be punched through. The deceleration lane, which several members of the HPC would like the City to push back on, is in the plan because it's a CDOT requirement.
- e. **Youth Poster (E2):** This project will not happen in 2025.

## 5. Other Business

- a. **Historic Designation Possibility – 107 W. Henrietta Avenue:** Senior Planner Gates has been working with the Hammonds and will call them to follow up.

Mr. Black added that he would support 116 W. Lake Avenue and 112 W. Lake Avenue for LHL designation. Senior Planner Gates will reach out to both property owners. He will send the HPC a copy of the letter for their review before mailing it.

- b. **Vos Building (F3):** No update.
- c. **Colorado's 150-year Anniversary:** Chair Glauth asked if the City has had any discussion on the 150<sup>th</sup>. Kristen Higgenbotham has expressed interest. The youth poster contest ideas include: A250C150WP50 theme, holding it in May for Colorado History Month, and partnering with the UPHS. Other ideas for the 150<sup>th</sup> and the budget include plaques, a celebration with the UPHS, the next phase of the Roberts House.

Chair Glauth added the UPHS is starting to think about the celebration events for Colorado's 150<sup>th</sup> Anniversary. Vice Chair Allred added that lots of people are doing lots of stuff, and the City of Woodland Park is doing absolutely nothing. Chair Glauth asked Senior Planner Gates if he could bring the 150<sup>th</sup> planning up at a staff meeting. Vice Chair Allred added that all the 150<sup>th</sup> Anniversary events are being advertised and marketed through the Colorado Springs Visitor Center for free, so it would be a good opportunity for the City. Senior Planner Gates asked the HPC for history related ideas for the C150.

Vice Chair Allred said that the Pikes Peak Library District and Colorado Springs Mayor's Office had some events planned, admitting that it is hard to come up with an idea. Perhaps the HPC should rebrand what they already do towards the 150<sup>th</sup> anniversary. Mr. Black suggested a parade. Mr. Langley contributed that a parade should be on Highway 24 in front of the Voss building at the exact time Fox News is broadcasting a shot of the plywood on the Voss Building during their morning show.

Vice Chair Allred then informed the HPC of a new project that may be part of the C150 celebration: A ceremony placing two veterans' headstones for the WP Cemetery on Memorial Day 2026. The Cemetery survey shows several unmarked graves, including those of two veterans originally from Woodland Park. They served and were killed or died in each WWI and WWII. She and Mr. Plutt already talked to

the VFW, who are excited to help, will cough up some money, and will include placing the stones during their annual Memorial Day ceremony. Nicole will find places for the stones in the cemetery, but the stones may not be on their actual graves. Vice Chair Allred will ask the City for a donation through inclusion in the HPC budget. She already met with Rocky Mountain Memorials, adding that procuring a military headstone is complicated if you are not a family member, and they are government property.

Chair Glauth said the HPC should think of some ways to tie these ideas together; perhaps the poster contest theme could be Woodland Park veterans. The UPHS is also celebrating their 50<sup>th</sup> anniversary. Also, the Town of Woodland Park became the City of Woodland Park (home rule) in 1976. Perhaps WP could hold a celebration.

- d. **2026 Work Plan** – Senior Planner Gates made sure everyone had copies of the Work Plan and Budget and asked for the HPC’s input for changes for 2026. He noted the extreme importance of the Preservation Plan, as it shows History Colorado what WP values, and thus is the basis for grant applications and work plans. He asked the HPC to review the October 1, 2024 HPC meeting with Lindsay about the Preservation Plan on YouTube, he will send a link.

The work plan and budget work together. Senior Planner Gates added a line item in the budget for “Preservation Plan,” as it’s very important to try and put something in writing for next year.

The HPC has not yet decided to write the Preservation Plan in house or with an outside firm. It may cost a minimum of \$25,000 for an outside contractor to write the Preservation Plan, which is most likely not in the City’s budget. Other possibilities for funding are CLG and other grants. The Preservation Plan is important to have in place to secure any other grants. If WP were to write the plan in-house, Lindsay from History CO suggested looking at Minturn’s plan as an example. While the HPC finds it ironic to apply for a grant to write a plan to be able to apply for more grants, with staff time and workload constraints, it was decided to apply for a grant to have an outside entity manage the Preservation plan writing process, including public input, long-term goals, etc. A Preservation Plan is needed so that grant-awarding entities know that Woodland Park prioritizes preserving its history. The HPC needs to understand the process again, therefore will review the October 2024 HPC Meeting on YouTube, jot down any questions or concerns, and possibly meet with Lindsay again to go over the options again.

The City budget is finalized by December, but several public work sessions and meetings are held in October and November. That’s why the HPC is starting their budget discussions now. Last year’s HPC budget was \$14,800. Money not spent does not carry over, it gets reabsorbed into the next year’s budget. Instead of asking for an HPC budget of \$25,000, Senior Planner Gates suggested asking for a grant match.

- e. **2026 Proposed Budget** – The HPC reviewed the proposed budget suggested by the Planning Staff. Senior Planner Gates copied the 2025 budget into a 2026 proposed budget and added a “Potential Grant Match for Preservation Plan” line item. He asked for suggestions on what the HPC wants to focus on and fund for 2026.

After much discussion, it was suggested to remove the \$11,900 asbestos abatement and instead budget that for the “Roberts/Junction House Planning Grant Match.” \$1000 should be enough for the military stones for the two veterans under the new “A250C150WP50” line item. The VFW is providing the honor guard, Vice Chair Allred and Steve Plutt will set the stones at no cost. The Roberts House will require a non-competitive planning grant and then other general or mini-grants. The timing on the grants puts pressure on the HPC to apply for the planning grant in October so that they can think about the next grant deadline of March 2026, otherwise the Roberts House work gets pushed into 2027.

The discussion went into matching grant costs, moving line item amounts over to account for grant matches, grant award possibilities, previous expenditures like supporting the UPHS Potato Soup Supper and Program, adding the Military stones, increasing the Saving Places conference and travel budget, possible scholarships, keeping the poster/youth poster budget to account for A250C150WP50 and the cost of banners on Main Street, cost sharing \$14,500 for two grants, the cost of banners, and \$1200 for Local Historic Landmark plaques.

Chair Glauth summarized that while they are asking for a little more money and rearranged some things, they still need to talk about the Preservation Plan. They are to review the October 2024 meeting to see what their grant opportunities are, as it will cost about \$25,000. Unless it’s a CLG grant, no-match grants are available for underrepresented communities and community engagement applications up to \$25,000 for preservation planning, survey, design. Woodland Park is a CLG community. Senior Planner Gates wants to talk to Kimberly about a CLG grant and about what the HPC needs to have in place to secure a \$25,000 grant for hiring a preservation plan consultant. Applications are available on October 1. The HPC left the Preservation Plan on the budget with a question mark hoping to apply for a CLG grant. The 2026 HPC budget request will increase by about \$4000 to include plaques, military stones, A250C150WP50 Celebration, and grant matches.

The HPC circled back to the 2026 Work Plan, adding “A250C150WP50” under “Education” as item “E.3.” They decided to keep the current projects on the list for next year, including Pikes Peak Ocean to Ocean Highway, Templeton Cemetery, Roberts House, Preservation Plan, and Bergstrom Park. Under the “Ongoing/Continuous Activities,” the Potato Soup Supper is still listed as it’s important to support local history. The Baggage Building is still on the Work Plan, but the scope of work may be expanded in the future. Grants will be needed. The buildings might be able to be combined into a single grant application if progress is made on a Preservation Plan. Then the HPC could concentrate on the buildings deemed to be historically important, and other entities could look at all the things like roads and development. Ultimately it was decided to not change “F.2.” Senior Planner Gates suggested “Midland Terminal Railroad Station buildings – Obtain Grant Funds” to clarify the two buildings covered. Vice Chair Allred recommended changing “P.3.” to “Junction House and Barn, Robert’s House.”

## 6. Reports:

- a. **Committee Members' Reports:** Mr. Black reported the Potato Supper at the Pikes Peak Community Center in Divide is on October 10, 2025. Vintage Baseball will be the program. He is doing a walk-through with Senior Planner Gates next month. He thanked the City for honoring all the volunteers at the barbeque.

Vice Chair Allred will send Senior Planner Gates some files concerning items discussed today.

- b. **Council Member Liaison's Report:** No report.

- c. **Planning Director's Report:** Senior Planner Gates went over his to-do list:

1. Send an email to Kimberly to schedule a meeting about grants.
2. Call the Hammonds on Henrietta to follow up.
3. Email the HPC with the language to send out a letter.
4. Reach out to Mike with Parks and Rec.
5. Colorado 150 Year Anniversary-see if we are doing anything, put some bugs in some folks ears. He thinks Kristen is the best contact for this.
6. Saving Places scholarship: see if it covers lodging.
7. Contact Lindsay about the CLG grants.
8. Update the budget and the work plan for Karen to present to Aaron at the end of the month. The drafts will be updated for the HPC at the next meeting.

7. **Public Comment on Items Not on the Agenda:** None.

8. **Adjournment:** The meeting was adjourned at 5:14 p.m.

The next meeting is scheduled for October 7, 2025 at 3:30 p.m. at City Hall.

Recorded by Amy Wolin, Permit Technician and approved by the HPC:

This \_\_\_\_\_ day of \_\_\_\_\_, 2025

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Laurie Glauth, Chair



# City of Woodland Park

## Historic Preservation Committee (HPC)

### 2026 Work Plan

#### **Administration – Committee & CLG program administration**

- A1. Training – Complete training requirements pursuant to CLG status.
- A2. Annual Report - Complete Certified Local Government (CLG) annual report for State OAHP in October and meet ongoing CLG requirements.
- A3. State Coordination – Continue to work with SHF staff member, Lindsey Flewelling and consider her guidance regarding our preservation planning and next steps.
- A4. Budget – Submit the HPC 2027 Budget Request and priorities to the City Manager in August.
- A5. Membership - Continue to maintain a strong and active HPC membership.

#### **Education – Public education promoting local history**

- E1. “May as Preservation Month” – Celebrate to build awareness through collaborative efforts such as displaying the banner and newspaper articles.
- E2. ~~Youth poster contest – Collaborate and consult with UPHS and Parks and Recreation Art Programs to develop a youth poster contest.~~
- E3. **A250/C150/WP50 – Celebration and Potential collaboration with the Ute Pass Historic Society**
- E4.** Woodland Park’s heritage Poster - Create and publish an eleventh poster to foster awareness of Woodland Park’s heritage **or A250/C150/WP50.**
- E5.** **Send informational letter to property owners for all inventoried, but not yet historically designated, properties regarding informational resources and designation benefits.**

#### **Ongoing – Continuous activities**

- O1. Downtown preservation – Continue to support downtown preservation and design through participation in the Main Street Program, Downtown Development Authority, Woodland Park Arts Alliance, Ute Pass Historical Society (UPHS), and Keep Woodland Park Beautiful projects and programs.
- O2. UPHS Support – Continue to support UPHS’s walking tours from June through September. Train 3 to 4 volunteers and improve publicity to generate greater participation in the tours. Also, support the UPHS annual Potato Soup Supper fund raiser.
- O3. Annual Inspection – Complete a maintenance inspection of the 15 locally landmarked sites.
- O4. City Cemetery – Continue headstone restoration at the City Cemetery.

#### **Projects – Active Specific projects**

- P1. Pikes Peak Ocean to Ocean Highway - Look for opportunities to support Pikes Peak Ocean to Ocean Highway.
- P2. Templeton Cemetery – Formalize restoration plan for Templeton Cemetery.
- P3. Junction House/Roberts House - Explore Grant opportunities for historical assessments for this Local Landmark.
- P4. Preservation Plan – Prepare for developing a Preservation Plan as desired by the City’s CLG status.

- P5. Bergstrom Park Reimagined – Continue collaboration with Parks and Recreation Advisory Board regarding implementation of the newly adopted Bergstrom Park Plan. Collaborate with Parks and Recreation Advisory Board regarding the future of the park and its historical resources.

**Future Projects**

- ~~F1.~~ Woodland Park's heritage Poster – Create and publish an eleventh poster to foster awareness of Woodland Park's heritage. *(moved to E.4.)*
- F2. Midland Terminal Railway Station buildings relocated to Bergstrom Park in 2015 – Obtain grant funds to complete construction drawings, building permit, remodel and installation of exhibits in phases.
- F3. Vos Building Preservation (209 E. Midland Avenue).
- F4. Fire mitigation plan – Pursue grant funds for and develop a Fire mitigation plan for landmarked historic structures within the City of Woodland Park.

Updated and approved by HPC on \_\_\_\_\_

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## Historical Preservation Committee - 2026 Budget Proposal

GL 100-114-2071

ITEM	2023 Budget	2023 Actual <sup>2</sup>	2024 Budget	2024 Estimate	2025 Budget	2025 Estimate	2026 Budget	Notes
Historical Themed Poster Design	\$800.00	\$800.00	\$800	\$800.00	\$800		\$800	
Historical Themed Poster Printing	\$100.00	\$100.00	\$100		\$100	\$141	\$100	
SHF Survey Grant								
Support organizations to promote history	\$300.00	\$100.00	\$350		\$350		\$0	
Plaques	\$250.00		\$300	\$61.50	\$300		\$400	
A250/C150 - Veteran Headstone Donation							\$500	
May Preservation Month or other events			\$250	\$358.39	\$250		\$0	
Training & travel - Member Conference Attendance	\$700.00	\$316.85	\$700	\$540.74	\$700	\$270	\$700	
Baggage Building Remodel	\$300.00				\$0		\$0	Objective: Update scope of work & finalize MEP drawings for permits
Contingency expenses	\$350.00	\$238.57	\$400	\$86.43	\$400	\$80	\$400	Headstone restoration, etc.
<b>Subtotal Expenses</b>	<b>\$2,800.00</b>	<b>\$1,555.42</b>	<b>\$2,900</b>	<b>\$1,847.06</b>	<b>\$2,900.00</b>	<b>\$490.46</b>	<b>\$2,900.00</b>	
Grant Match - (2025 - Robert's House) (2024 - Baggage Building) (Preservation Plan?)			\$9,100		\$11,900		\$11,900	
<b>TOTAL EXPENSES &amp; Grant Match</b>	<b>\$2,800.00</b>	<b>\$1,555.42</b>	<b>\$12,000.00</b>	<b>\$1,847.06</b>	<b>\$14,800.00</b>	<b>\$490.46</b>	<b>\$14,800.00</b>	

Approved

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City of Woodland Park  
Planning and Building Department  
220 W. South Avenue  
Woodland Park, CO 80863

(Date)  
(Homeowner Name)  
(Address)

Dear Property Owner,

The City of Woodland Park values the rich history and unique character of our community. The Historic Preservation Committee is dedicated to recognizing and celebrating the homes, buildings, and sites that help tell the story of our town's heritage.

We are reaching out to let you know about an opportunity for your property (**located at 123 Fake St.**) to be considered for local historic landmark designation. This program allows homeowners to formally recognize their property's historical, architectural, or cultural significance, ensuring that Woodland Park's history is preserved for future generations.

Benefits of Local Designation include:

- The designation status and recognition support historic preservation that generates an individual sense of pride and sense of community.
- Maintenance and upkeep of the structure is required with landmark designation, which protects the appearance and value of the property.
- The local designation affords the opportunity to receive State tax credits for improvements to privately owned property.
- The historic integrity of a neighborhood is preserved if multiple structures seek landmark status.
- If a property is owned by a non-profit or tax-exempt organization, then State Historical Fund grants may be applied for.

Designation is voluntary and begins with the homeowner's interest and application. If you would like to learn more, or if you are interested in applying to have your property considered, please contact me via email at [cgates@woodlandpark.gov](mailto:cgates@woodlandpark.gov) or phone at 719-687-5209. The Historic Preservation Committee would also be happy to provide details about the process, criteria, and support available if you would like to attend a future meeting.

We encourage you to consider this opportunity to help preserve Woodland Park's unique story and to celebrate the role your property plays in our community's history.

Thank you for your stewardship and for being a part of what makes Woodland Park special.

Sincerely,

**C.J. Gates**  
**Senior Planner**  
**City of Woodland Park**  
**220 W. South Avenue**  
[cjgates@woodlandpark.gov](mailto:cjgates@woodlandpark.gov)  
O: (719) 687 5209



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