



## PUBLIC NOTICE – AGENDA

**Historic Preservation Committee (HPC)  
Tuesday, November 4, 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 – October 7, 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. 2026 Poster Ideas (E2)
5. Other Business
  - a. 2026 Work Plan Approval
  - b. 2026 Budget Approval
  - c. C150/US250/WP50
  - d. Historic Designation Possibility
    - 107 W. Henrietta Avenue
    - 112 & 116 W. Lake Letter Approval
  - e. Vos Building (F3)
6. Reports
  - a. Committee Members' Reports
  - b. Council Member Liaison's Report
  - c. Planning Director's Report – CJ & Larry Site Visit PowerPoint
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, October 7, 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 3:30 p.m.  
**Members present:** Chair Laurie Glauth, Vice Chair Linda Allred, Eric Simonson, Larry Black, David Langley, and City Council Representative Jeff Geer. Staff members present included Planning Director Karen Schminke, Senior Planner CJ Gates and Permit Technician Amy Wolin.  
**Members Absent:** None.
2. **Approval of Minutes – September 2, 2025:** Vice Chair Allred made two clarifications concerning the Woodland Park Cemetery Veteran headstones. Mr. Black motioned, and Mr. Simonson seconded to approve the September 2, 2025 Minutes with the corrections. Motion carried unanimously by voice vote.
3. **Public Hearings – None**
4. **Committee Business – Active Projects:**
  - a. **Junction House/Roberts House Grant (P3)**
    - **Roberts House Grant to-do list update – Meeting with History Colorado:** Senior Planner Gates asked Vice Chair Allred to resend the emails as he only received an email chain from Ann of History Colorado that did not have the information he needed.
  - b. **Templeton Cemetery Restoration Plan (P2):** Chair Glauth noted that unveiling of the headstones may be on October 17<sup>th</sup> at 1:30 pm, but this was not confirmed. Vice Chair Allred added that they are not finished placing the stones.
  - c. **Preservation Plan (P4):** Chair Glauth recapped that the HPC was to review the October 4, 2024 Workshop on Preservation Plan options on YouTube. She reached out to Sally Riley, the former Planning Director, who viewed the Sept. 2<sup>nd</sup> HPC meeting and the Oct. 2024 workshop. Ms. Riley sent an email to Council member Smith, Planning Director Schminke, and Chair Glauth outlining a Historic Preservation Plan template, which gives the HPC a possible baseline to work from. Chair Glauth will send this out to the HPC. The Plan will take a few individuals to sit down and do it. A no-match grant does exist to help with writing the plan. She asked for the HPC's thoughts.

Director Schminke raised the concern that the Planning Department does not have the staff capacity to write a preservation plan in-house, the items in Ms. Riley's email are

fairly intense, and she does not have experience in writing a preservation plan, therefore she believes it would be advantageous to hire a consultant.

Chair Glauth added that there is not a deadline for the preservation plan.

Senior Planner Gates added that the History Colorado money comes from gaming. Chair Glauth thought that the HPC would have access to it. She asked if Kimberly was able and available to help with the grant. Kimberly would be available after October 20<sup>th</sup>; she is assisting the finance department with the 2026 budget.

Kimberly's opinion is to apply for a grant for an external entity to write the plan.

Lindsey from History Colorado is the right person to review the grant application.

Chair Glauth and Vice Chair Allred could possibly start the grant application to help Kimberly, and Director Schminke would like to review it. Mr. Black said to go for it.

Senior Planner Gates put the grant application on his to-do list.

- d. **Bergstrom Park Reimagined (P5):** No update.
- e. **Youth Poster (E2):** It was discussed that while this project is a nice idea, it didn't get the traction it needed with the loss of the art program-oriented person at Parks & Rec, so it is on the backburner. It may be included in the 2026 work plan under the A250-C150-WP50 item.

## 5. Other Business

- a. **2026 Work Plan:** Senior Planner Gates presented the proposed work plan, which the HPC discussed modifying at the last meeting. The changes are in red. The youth poster is struck out, and the A250-C150-WP50 is added. The poster contest could be incorporated into the A250-C150-WP50, or the HPC could do a historic poster like they have done in the past. Chair Glauth asked if the staff was pushing to go outside the HPC for the poster. This has never been challenged before.

As for the Local Historic Landmark (LHL) Designation process, Senior Planner Gates said staff is not able to constantly check the Assessor's website. He suggested looking at the HPC list of possible properties and sending a letter (a template is included in the HPC packet) annually to each one to see if the property owners are interested in Local Historic Landmark designation. The letter includes bullet points of the benefits. The letter invites owners to reach out to the City if they are interested. Chair Glauth added to add that this program is not intended to limit or restrict private property rights, and that should be very clear in the letter.

There are 22-50 properties, with a discussion on if the 112 and 116 Lake Avenue properties ownership and if they were on the list. Both appear to be on the mass mailing list. Staff believe the letter is a good place to start, then the HPC could consider historic districts or areas like Kansas or Dallas Alleys if the property owners in those areas express interest. HPC needs to provide input on the letter, staff will edit, then the permit techs will mail it out. The letter can be modified to reflect if it's from the HPC or the City. City Council Representative Geer appreciated Chair Glauth's suggestions and stressed the importance to make it clear that this does not come with strings.

Reimagining Bergstrom is totally based on money, and Senior Planner Gates will change "building" to "buildings" as more than one historic building is present at

Bergstrom Park that the HPC has projects for. City Council Member Geer said the City closes on the land next to Bergstrom Park in 12 days.

The poster was discussed, so it could be moved to “future projects,” or made into “No. 5” instead if Pat Hyslop of the UPHS can make this happen.

- b. 2026 Proposed Budget:** Senior Planner Gates went down the line items, noting the changes: Veterans headstones projected at \$350, LHL plaques at \$400. Because the costs of the LHL plaques have increased, if the HPC gets more than one application, the City will find a way to get them done. For example, for May Preservation Month, the money was budgeted for a banner, but the banner was reused, so the banner money was used for the A250-C150-WP50 and for the Veteran headstone donation. Training and travel is static at \$700, Senior Planner Gates reached out to Lindsey confirming scholarships exist for lodging. Last year the HPC members didn’t qualify for lodging scholarships because the conference was within 60 miles (in Colorado Springs). The 2026 Saving Places Conference is in Denver, so they will apply for lodging scholarships. Someone has to go to a conference, but it doesn’t have to be the Saving Places Conference. No changes were proposed for the baggage building or contingency expenses. The subtotal for those items is \$2900. There is a potential grant match. Chair Glauth thought the veteran headstone donation was to be \$1000, but Director Schminke said the HPC only has \$400 and can move the money from other things to cover it when it happens. There was more discussion on the scholarships for conferences. Grant matches are possible for Roberts House and Baggage Buildings. The Preservation Plan grant does not require a match, though. The HPC budget for 2026 stays at \$14,800.

Mr. Langley asked if the \$11,900 was a matching portion. Director Schminke answered that with the period of significance nailed down, the next step is to work on the grant application. They can meet with Kimberly after Oct. 20th. Chair Glauth explained that \$11,900 is earmarked for grants, that could go into any grant area, including the Roberts House or scope of work for Baggage Building (including building permits). Vice Chair Allred would like to do the Roberts House first, then since Bergstrom Park is approved, that plan can include both buildings. But she doesn’t see any money being spent on Bergstrom Park next year. Chair Glauth asked if money would be spent on the Roberts House. Director Schminke clarified that overall, the Bergstrom Park plan is approved. Council Rep. Geer said that while City Council approved the Bergstrom Park plan, it’s unknown how much money can be leveraged on it, he said they could apply for grants and explained the process and time. The City closes on the neighboring property later this month. Chair Glauth told Council Member Geer that the HPC was working on the inside of the Baggage building, to a tune of \$80,000. Logan Simpson did a plan of the entire site, not of the inside of the Baggage Building. Council Member Geer commented to make sure it’s included in the process.

Mr. Langley had some more questions about the budget. Senior Planner Gates reminded the HPC that they had no LFL designations and again assured them that if the HPC receives more than one LFL application, money could be moved around to fund the plaques. Director Schminke reminded the HPC that the grant match is a

priority, and she looks forward to having more applications for local historic landmark designation.

Vice Chair Allred asked if the HPC could meet with Kimberly. Senior Planner Gates told the HPC that Kimberly is on board to help, and she is available to meet after the budget is done. Vice Chair Allred confirmed with staff that Kimberly is not only a grant writer, but she also works on the budget with the Finance Department.

Mr. Langley commented that it's unfortunate no poster was produced in 2025 with the kids. Now that money just goes away. He wondered if it could be used for a scholarship or award. Council Member Geer does not anticipate that the \$800 in the budget for the poster will be spent. Mr. Langley thought this was incorrect, and Director Schminke thought it would go to A250-C150-WP50 given that the HPC can't make the poster. Senior Planner Gates added that a theme had not been decided on. Vice Chair Allred asked if the HPC had to hire an outside consultant for the poster, and if this was a change in the purchasing policy. Director Schminke answered that the purchasing policy has been the same since 2024. Mr. Langley asked why the purchasing policy changed for this committee, then made some comments about the Bergstrom Park planning process. Chair Glauth added that if the HPC has to change, then it should put effort into something else. Vice Chair Allred said that the HPC could start working on the 2026 poster now, using the 2025 funds to start it. Senior Planner Gates asked where the money would go, and Vice Chair Allred questioned if the staff is saying that Mr. Langley can no longer make the poster. Mr. Langley told the HPC they could get a competitor and expressed his disappointment in not doing the poster in 2025 after such a long streak. Vice Chair Allred would like to start the process now, as she doesn't see any reason to postpone. Chair Glauth asked if the HPC could start, but could they pay Mr. Langley to work on it? Mr. Langley commented that the money is budgeted but is not properly used. Director Schminke said that staff would send the HPC the City's purchasing policy, to which Vice Chair Allred responded that the HPC wanted it for the better part of a year, but they have to start somewhere, and it would be great to get a poster out in early 2026. The HPC will start brainstorming ideas in the next two meetings. If the request meets purchasing policy guidelines, the HPC can spend it in 2025, but the expenditures must be made in 2025. Chair Glauth said that they would just have to do incremental billing. Director Schminke will make sure 2026 poster is on November 2025 agenda.

- c. **Colorado's 150-year Anniversary:** Senior Planner Gates said this will be a static line item. Chair Glauth requested that the title be changed to A250C150.
- d. **Historic Designation Possibility:**
  - **107 W. Henrietta Avenue:** No report.
  - **112 & 116 W. Lake DRAFT Letter:** Discussed earlier in the meeting.
- e. **Vos Building (F3):** The "For Sale" sign has been removed.

## 6. Reports:

### a. **Committee Members' Reports:**

Mr. Black reported that he will meet with Senior Planner Gates to review the designated properties for the annual site visits as required. They will take photos,

write the report with the findings, and send the findings to the property owners. The Potato Soup Supper is on Oct. 10<sup>th</sup> at 5:15 pm. On Oct. 11<sup>th</sup>, there will be an old-fashioned baseball game at Divide's Hayden Park at 1:00 p.m. A new branch of the Rampart Library District has opened in Divide's Pikes Peak Community Building and is open from Monday-Thursday from 10-4. He suggested a plaque be placed in the City's Avenger Open Space noting the heritage of a quarry; the quarry supplied stones for Highway 24, but it's not documented. It would be nice to document the quarry area's history, the trails as open space, and the trails at Paradise Dude Ranch. Council Member Geer suggested running it by Cindy Keating because they are working on a conservation easement. Director Schminke suggested putting together a letter to Parks & Rec, including the historical context, to designate it. It needs to be documented in writing. Senior Planner Gates will write a letter to Cindy, addressing Paradise Ranch and the Quarry.

Vice Chair Allred thanked the City for the \$500 donation for veteran headstones. The VA will help, too. She will get the names for the stone(s), and they will be dedicated on Memorial Day 2026. The ceremony can be part of the A250-C150-WP50 Celebration. Also, an idea for the 2026 poster is veterans.

Senior Planner Gates confirmed that Nicole had a spot for the headstones. It will actually be one stone with three names, possibly four. Vice Chair Allred shared some information about the veterans, including from the February 11, 1918 Colorado Springs Gazette: "News of the death of Private Marin F. Johnson of Woodland Park at Camp Pike, Little Rock, Ark., was received here yesterday. Mr. Johnson, who resided at Woodland Park for several years, enlisted at Colorado Springs last July. In common with many of the earlier recruits from Colorado he was sent to Camp Pike. Two weeks ago he fell ill of pneumonia and died Saturday. Arrangements have not been completed for the funeral until the body arrives, but burial will be made in Woodland Park cemetery."

Mr. Langley reported on the Henrietta property that even though they are just putting in a sink, it's considered a change in use. Senior Planner Gates said they have his number for when they are ready to move forward with LHL process.

Chair Glauth said there are three questions on ballot concerning the City's Charter. If the charter measures fail, many members of the City's volunteer boards and committees, like the HPC and the Board of Review, will be term-limited and not be able to continue serving on their present committees, including Chair Glauth, Mr. Langley, and Mr. Simonson. Council Member Geer added that if the ballot questions pass, each committee would determine their term limits. Vice Chair Allred pointed out that Chair Glauth has served on the HPC since its founding in 2000.

- b. **Council Member Liaison's Report:** Nothing to add.
- c. **Planning Director's Report:** Senior Planner Gates reviewed last month's to-do list:
  - Mike at P&R is mainly sports, not art.

- The A250-C150-W50 has not been looped into any staff discussions yet. Chair Glauth asked Director Schminke to bring it up in staff meetings.
- Lodging scholarships for the Feb. 11-13, 2026 Saving Places Conference in Denver.
- Budget and work plan edits.

He then reviewed the new items for the following month:

- Grant application for the Preservation Plan
- Update the 2026 HPC Budget, get it ready for signatures
- Send the HPC the City's purchasing policy
- Find the term limits for the HPC members
- Homework from Mr. Black on the letter template for the Avenger Open Space, etc.

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

**8. Adjournment:** The meeting was adjourned at 4:54 p.m.

The next meeting is scheduled for November 4, 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. A250/C150/WP50 – Celebration and Potential collaboration with the Ute Pass Historic Society
- E3. Woodland Park’s heritage Poster - Create and publish an eleventh poster to foster awareness of Woodland Park’s heritage or A250/C150/WP50.
- E4. 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.

### **Future Projects**

- F1. 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.
- F2. Vos Building Preservation (209 E. Midland Avenue).
- F3. Fire mitigation plan – Pursue grant funds for and develop a Fire mitigation plan for landmarked historic structures within the City of Woodland Park.
- F4. Youth poster contest – Collaborate and consult with UPHS and Parks and Recreation Art Programs to develop a youth poster contest.

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

## 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 City'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. This program is not intended to limit or constrict your private property rights.

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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