



PUBLIC NOTICE – AGENDA

**Historic Preservation Committee (HPC)
Tuesday, December 2, 2025 – 3:30 PM
2nd 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).

1. Call to Order and Roll Call
2. Approval of Minutes – November 4, 2025
3. Public Hearings – None
4. New Business
 - a. Update Term limits in HPC Bylaws and Rules of Procedure
5. Committee Business – Active Projects
 - a. 2025 Poster Approval – Templeton Cemetery
 - b. Junction House/Roberts House Grant (P3)
 - i. Roberts House Grant to-do list
 - c. Templeton Cemetery Restoration Plan (P2)
 - d. Preservation Plan (P4)
 - e. Bergstrom Park Reimagined (P5)
6. Other Business
 - a. HPC Bylaws and Rules of Procedure Amendment (please see attached for staff memo)
 - b. C150/US250/WP50
 - c. Historic Designation Possibility
 - 107 W. Henrietta Avenue
 - 112 & 116 W. Lake
 - d. Vos Building (F3)
7. Reports
 - a. Committee Members' Reports
 - b. Council Member Liaison's Report
 - c. Planning Director's Report
8. Public Comment on Items Not on the Agenda
9. Adjournment

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



Historical Preservation Committee
Tuesday, November 4, 2025 – 3:30 PM
City Hall – 2nd Floor Conference Room
Minutes

1. **Call to Order and Roll Call:** Chair Glauth called the meeting to order at 3:32 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.
Members Absent: City Council Representative Jeff Geer and Planning Director Karen Schminke.
2. **Approval of Minutes – October 7, 2025:** Several changes were made to the minutes: 5.b. was changed from \$350 to \$500. Under 6.a., “VA” was changed to “VFW.”
Mr. Black motioned and Mr. Simonson seconded to approve the October 7, 2025 Minutes with the corrections. Motion carried unanimously by voice vote.
The HPC discussed Committee Member term limits. Chair Glauth, Mr. Langley, and Mr. Simonson’s terms end on January 1, 2026. Vice Chair Allred and Mr. Black’s terms expire on January 1, 2029. The ballot measure before Woodland Park voters on this election day asks voters to decide if the City’s volunteer committees, commissions, and boards terms should be those dictated by each committee’s bylaws instead of the eight-year limit that was instituted in 2020. Applications for appointments to another term are due before the end of the year so that City Council can consider appointments at their first meeting in January 2026.
3. **Public Hearings – None**
4. **Committee Business – Active Projects:**
 - a. **Junction House/Roberts House Grant (P3)**
 - a. **Roberts House Grant to-do list:** No progress as Kimberly was not available until after October 20th. Vice Chair Allred would like to talk to Chuck Severance to get his fees for the work needed and meet with Kimberly and Chuck this month on what is needed to move forward with grant application. Senior Planner Gates has on his list to plan meeting for “Planning Grant,” which does not have a deadline. The only historic preservation architects in the area are Mr. Langley, Vice Chair Allred, and Chuck Severance. State and History Colorado policies prohibit HPC members from also being paid architects for HPC projects. Mr. Langley opined that if the City Council doesn’t reappoint him to the HPC in 2026, then he could do it.

- b. Templeton Cemetery Restoration Plan (P2):** Phase I is completed thanks to Steve Plutt, Vice Chair Allred, and the Saddle Club Donation of \$1250. Vice Chair Allred submitted the receipt for the \$68 overage for supplies like cement and weed barrier. Vice Chair Allred said that now that the City owns it, Phase II is interpretive signage. In talking with local preservationists and Mayor Kelly Case, the subject of a fence came up, but the cemetery was not originally fenced. Moving forward, the cemetery needs interpretive signage and access. Mayor Case is interested in providing access. Vice Chair Allred also asked for parking spaces and for the frisbee golf basket to be moved. Mr. Simonson agreed that access and parking are necessary, and Chair Glauth offered an initial idea for an access path. Signage is not included in the 2026 HPC budget, but funds could be moved around. The City may need to provide access because the cemetery has military veterans' remains. Vice Chair Allred will get that documentation. Chair Glauth was concerned about vandalism because of Templeton's role in the Sand Creek Massacre. The HPC should move methodically through the plans for accessibility, path, parking, and \$8000 interpretive signage. The HPC needs to be linked to all the planning since the cemetery is now City property. The School of Mines surveyed 0.5 acres of the 5-acre parcel, and identified 24 indentions and gravesites, including Workman, Templeton, Mrs. Templeton and their children. Vice Chair Allred added that according to the records, the cemetery has 50 graves.
- c. Preservation Plan (P4):** Since the State is undecided about developing preservation plans because of the focus on A250-C150, the HPC is in a holding pattern. History Colorado told Senior Planner Gates to check back in January.
- d. Bergstrom Park Reimagined (P5):** Parks and Recreation Director Cindy Keating gave a presentation to the DDA. The plan was accepted by City Council. The City Manager said the City will reach out for design numbers in February 2026. The plan is on the City website. No money is allocated right now for Bergstrom Park, but the City did close on the neighboring Weatherford property. Chair Glauth highly emphasized the HPC and the UPHS have a vested interest in the Reimagination. The HPC and UPHS must be part of the planning process on how buildings can be used, specifically the Old Depot Building; for example, what needs to be done on the inside of the building, like electrical and mechanical, which Mr. Langley has extensive knowledge of. She requested through Staff that the HPC be included in the plan for the scope of work, including how the restroom building and baggage building would be used. Mr. Langley added that to some degree that would interface with cost proposals, which includes the building the HPC is working with, the cost estimating gets lame without building, stipulating some funds for this project, and the City is not using reserves of materials they had on hand.
- e. 2026 Poster Ideas (E2):** Chair Glauth asked if this was on hold. Senior Planner Gates showed page six of the Procurement Policy, the \$800 expenditure needs approval from the Planning Director. Chair Glauth affirmed that the HPC can continue to pay Mr. Langley for his design services for this poster project as they have done in the past. The 2025 funds (\$800) are still available but must be spent in 2025. Mr. Langley added that the funds for the poster were in the HPC budget and questioned what happened. Senior Planner Gates answered with an overview of this years' poster history, including that the HPC started with an idea for doing a youth poster, then the

Parks & Rec employee with the arts focus left the City, then the HPC needed to review the procurement policy, and now it's an HPC decision. Mr. Langley would like to fulfill the budget on 2025 stipulated items, and asked if the HPC can still spend the money this year. Chair Glauth said that at last month's meeting, Council Member Jeff Geer commented that he would like to get a poster done. Mr. Langley confirmed that the HPC does want him to produce a 2025 poster. Mr. Black suggested Mayors & Bert Bergstrom/leaders of the City. Chair Glauth suggested the Templeton Cemetery since the HPC has the information on the pioneer and veteran tombstones. But if they chose Bergstrom, focus on Bergstrom Park because of the Reimagination. Vice Chair Allred asked which theme serves the A250-C150 focus. Mr. Langley added that it would be harder to gather information on all the former mayors. Vice Chair Allred suggested the 2025 theme being the Templeton Cemetery and the 2026 theme be the leaders and Bergstrom. Mr. Langley, having more information on the Templeton Cemetery, agreed. Vice Chair Allred added a design suggestion to superimpose a flag on a picture of the cemetery. Chair Glauth said the HPC needs to blow their own horn and show Steve Plutt's and Vice Chair Allred's involvement and work on the cemetery. She did not appreciate the former City Council member representative to the HPC saying the HPC is a dog & pony show. Mr. Langley added that the low-hanging fruit is Templeton. Mr. Black agreed it is better to narrow it down to the Templeton Cemetery. Chair Glauth added that the poster could include pictures of old headstones. Vice Chair Allred added the connection that the Templeton Cemetery is also a pioneer cemetery. Senior Planner Gates said that the Templeton Cemetery may be easier because the HPC has all the information. Chair Glauth summarized that the consensus is to go forward and highlight what was done this year. Mr. Langley announced that the theme for the 2025 poster is the Templeton Cemetery. Senior Planner Gates asked Mr. Langley to send a draft of the poster to the HPC members before the December meeting for comments, then have the finished product for December. Mr. Langley confirmed he will do that, and the December meeting will be the final approval. Then he will try to get the poster printed for City Council's first meeting of 2026.

5. Other Business

a. 2026 Work Plan Approval: After making the change to E.3., which now notes that 2025 is the 11th poster and 2026 is the 12th poster, Chair Glauth approved the 2026 Work Plan with her signature. The Local Historic Landmark Informational Letter was approved and will be sent out to property owners in past surveys in the beginning of 2026.

b. 2026 Budget Approval: Chair Glauth signed and approved the 2026 Budget. The Work Plan, Budget, and Letter are all approved.

Chair Glauth talked about veterans headstones from the last few meetings. For the A250-C150, \$500 was budgeted for headstones. Senior Planner Gates updated the HPC that one veteran is buried in Woodland Park cemetery, but does not have a headstone. The other two veterans are not buried there, and according to the City of Woodland Park policy, they do not allow cenotaphic markers, not even for veterans. But Vice Chair Allred said she is getting mixed messages from the City, she's been meeting with Nicole Sauer for months. Senior Planner Gates told the HPC that the Planning Department has nothing to do with the City cemetery. Vice Chair Allred said that someone made the policy, she is

not looking for primo spot, the discussion needs to continue, and she read every line of the policy and it does not say anything about prohibiting cenotaphic markers, the City Manager can make exceptions, she is trying to get a meeting set, and that Dan Williams suggested moving the project to Lyon's Park. Vice Chair Allred said she was told that "this kind of memorial would diminish the integrity" of the City cemetery. Chair Glauth confirmed with Vice Chair Allred that she has a lot of data to support the memorial. Vice Chair Allred then said she will go to the City Clerk. Permit Technician Wolin added that the minutes from previous meetings reflect that Vice Chair Allred stated all three veterans are buried in the cemetery but do not have headstones.

c. C150/US250/WP50 – Chair Glauth reviewed that Steve brought this up several months ago, there has been no feedback from City Staff or City Councilors. They need to plan ahead. She presented the idea of installing a mural on the west side of the Library, facing the Ute Pass Cultural Center. About 11 years ago, the Woodland Park Arts Alliance commissioned the mural on the UPCC's east wall. Scott Sturman, the WPAA, and Lois Sprague were instrumental in getting the project, titled, "The Story of Us," accomplished. Scott, whose roots go way back in Woodland Park, is a sculptor, moved to Kansas about six years ago, but still has cabin here. At the time, they also made a concept and proposed another mural for the three Library walls so the murals could talk to each other. The Library mural would complete the project. Since the Library Board has changed, maybe they would consider the mural. Ms. Sprague will need a lift, drone, and fundraising, and she is able to start painting early next summer. Also, the UPCC mural, completed in 2015, needs to be cleaned. Ms. Sprague has proposed cleaning and touching it up, along with adding a painting of a young indigenous dancer. The Library mural would cost \$25,000, the work on the existing WPCC mural would be an additional \$10,000. The Library mural would reflect a grandfather, Scott Sturman, pointing across the way to "The Story of Us." Chair Glauth said that the WPAA and the Woodland Park Main Street were fundraising and collaborating. She thinks this project would be a good fit and said Mayor Kelly Case is on board. She has not yet met with Council Liaison Jeff Geer yet. She asked if the HPC is interested in this for A250-C150 as Lois thinks she can do it. Mr. Black opined that nothing has been memorialized about Woodland Park's history of ladies of the night and gambling, perhaps that could be put on the north side of the WPCC where no one will see it. The HPC thinks the library mural is a good idea, so Chair Glauth will go forward to other entities.

d. Historic Designation Possibility

- 107 W. Henrietta Avenue – Senior Planner Gates hasn't heard back from the Hammonds, Mr. Langley will talk with them. They will get a letter.
 - 112 & 116 W. Lake Letter Approval – These properties are on the list and will also get a letter in early 2026.
- e. Vos Building (F3)** – No report. Senior Planner Gates is not sure if it's on the survey, so the owners may not get a letter. Chair Glauth said it should be added to the survey.

6. Reports

- a. Committee Members' Reports:** Mr. Black reported that the Cinema Royale Paris Edition 2025 honored the UPHS film, "The Mighty Midland," as Best Feature Length Documentary.

b. Council Member Liaison's Report – No report.

c. Planning Director's Report – Site Visit PowerPoint – Senior Planner Gates and Mr. Black presented the exterior maintenance inspection. Of note:

- Brazenhead: the sign frame on the roof was installed years ago but had not been used. The new owners recently filled it with a new sign.
- UPCC: The mural looked good to them.
- Steffas Cabin: Surprise! They saw a new hole, and a cat dove right in. The other holes had been filled.
- Immer Cabin: Needs work/paint on the windows and benches. Senior Planner Gates has put that request in to Facilities and Grounds
- Calaboose: The roof and sign need maintenance. Vice Chair Allred suggested this be done as an Eagle Project by a local Boy Scout Troop. Chair Glauth donated matching corrugated metal to patch the roof and said to look inside the building for it.
- Carroll Den: New railing and new paint are recommended.
- UPHS Museum: The sign and door need paint. Mr. Black told some history of that building; he had his first dinner, Lemon Chicken, with his late wife there in 1970.
- USPO/Dana's Dance: The owners re-did trim and some molding.
- Cowhand: Exterior is repainted.
- El Dorado Casino: Local Historical Landmark plaque is on a post but is not visible from the street.
- Roberts House: While the roof is repaired, the property is not in good shape; there is trash and graffiti. This property does not have a plaque.

All the buildings that need improvements are City-owned. All the requests for maintenance and improvements will to be sent to Rob Felts.

7. Public Comment on Items Not on the Agenda - None.

8. Adjournment - The meeting was adjourned at 5:09 p.m.

The next meeting is scheduled for December 2, 2025, at 3:30 p.m. at City Hall.

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

This _____ day of _____, 2025

Laurie Glauth, Chair



City of Woodland Park Memo for Historical Preservation Committee

Meeting Date: December 2, 2025

<u>Agenda Item</u>	<u>Department</u>	<u>Presenter</u>
4	Planning	CJ Gates Senior Planner

AGENDA ITEM 4

On April 7, 2020, the voters in Woodland Park approved a change to the City Charter that established term limits for all the City’s Boards, Commissions, and Committees. The term limitation adopted in Charter Section 5.3(a) was for the lesser of two consecutive terms or eight years. With the passing of time since the adoption of this Charter provision, it became apparent that the City was moving toward a situation where these Boards, Commissions, and Committees might not be able to conduct business due to a lack of members that results in a failure to have a quorum.

This past year City Council convened a committee to review the City’s charter and identify provisions that should be considered for amendment. This Charter Section 5.3(a) was identified for amendment and a proposed change was approved by voters in the recent November 4, 2025, election. The question as it appeared on the ballot was:

Shall Section 5.3 of the City of Woodland Park Charter be amended to make Boards and Commissions subject to term limits established in their by-laws?

As a result, City Council adopted the following amendment to Section 5.3(a) of the Charter regarding the Composition of Boards and Commissions:

Section 5.3 – Composition of Boards and Commissions.

- (a) Initial appointments by the Council to any Board, Commission, or Committee shall specify the term of office of each member in order to achieve overlapping terms, and thereafter all appointments shall be for the full term specified. ANY LIMITS ON TERMS SHALL BE AS PROVIDED IN THE BY-LAWS OF THE PARTICULAR BOARD OR COMMISSION, AS APPROVED BY THE CITY COUNCIL. ~~No non-City staff Board, Commission, or Committee member may serve more than the lesser of two (2) consecutive terms or eight (8) years on a specific Board, Commission, or Committee. Members of such Boards, Commissions, and Committees shall serve without compensation, but shall be paid their authorized expenses actually incurred in the discharge of their official duties. Council shall also make appointment to fill vacancies for unexpired terms. Appointees shall be subject to removal upon two thirds (2/3) majority vote of the Mayor and City Council.~~

In light of the Charter Amendment above, we are presenting you with the following proposed amendments to Ordinance No. 1389, Series 2021 and the Historic Preservation Committee Bylaws and Rules of Procedure:

1. **Terms:** The City Attorney's Office prepared the following proposed amendment options for your consideration to comply with the newly revised Charter § 5.3(a): *[New language to be added is underlined]*.

Option 1:

Section 2 Appointment and Term of Office. The members of the Committee will be appointed by City Council to serve four-year, staggered terms. Appointments will be made at the 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. ~~Any appointed member shall serve for no more than two, four year terms.~~

While each regular term of office for a Historical Preservation Committee member is four years, there is no limit to the number of terms a Historical Preservation Committee member may serve, either consecutively or non-consecutively. Likewise, there is no limit to the number of partial terms a Historical Preservation Committee member may serve.

Option 2:

Section 2 Appointment and Term of Office. The members of the Committee will be appointed by City Council to serve four-year, staggered terms Appointments will be made at the 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. ~~Any appointed member shall serve for no more than two, four year terms.~~

A Historical Preservation Committee member shall not serve more than [insert number] terms total on the Historic Preservation Committee. Partial terms do not count towards the total number of terms an individual may serve on the Historical Preservation Committee. There is no limit to the number of partial terms a Historical Preservation Committee member may serve.

At your next meeting on December 2nd, staff will be seeking direction regarding which of the above options should be added to this Committee's Bylaws and Rules of Procedure. For your use, attached is a copy of the current Rules of Procedure for this Board. Once the update is approved by the Committee, this document goes to City Council for their approval.

Attachment

Historic Preservation – Bylaws and Rules of Procedure

**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, amended on March 5, 2009 and amended again on February 4, 2021. These amended Bylaws and Rules of Procedures were adopted by the HPC on January 4, 2021 pursuant to the direction of the Woodland Park City Council and became effective on February 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 four-year, staggered terms Appointments will be made

at the 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. 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 -1I: 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.

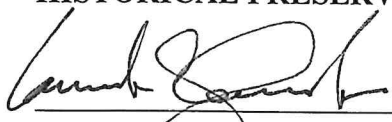
ARTICLE VII **AMENDMENTS**

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 4th DAY OF February, 2021. CITY OF WOODLAND PARK HISTORICAL PRESERVATION COMMITTEE APPROVED AND ADOPTED THIS 4th DAY OF January, 2021.

HISTORICAL PRESERVATION COMMITTEE



CHAIRPERSON




VICE-CHAIRPERSON

CITY OF WOODLAND PARK CITY COUNCIL

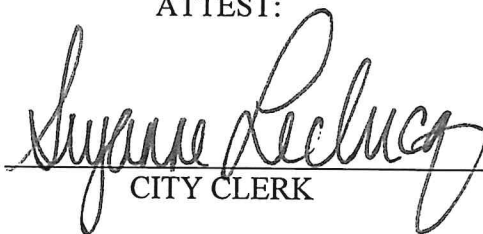
REVIEWED AND ADOPTED THIS 4th DAY OF February, 2021

CITY COUNCIL:

ATTEST:



MAYOR



CITY CLERK

