



**CITY OF MONTROSE
HISTORIC PRESERVATION COMMISSION AGENDA**

*City Council Chambers, 107 S Cascade Ave., Montrose, Colorado
5:00 p.m., March 26, 2019*

1. CALL TO ORDER AND INTRODUCTIONS
2. APPROVAL OF MINUTES
 - For the Regular Meeting held on February 12, 2019 **2-4**
3. ADDITIONS AND DELETIONS
4. PUBLIC COMMENT
Public invited to be heard on matters not on the agenda (Limited to 3 minutes)
5. PUBLIC HEARINGS
 - None
6. REPORTS / PRESENTATIONS
 - Historic Preservation Commission Bylaws **5-7**
 - History Colorado CLG Grant Award and Process
7. UNFINISHED BUSINESS
 - Commission Member Terms of Office
 - CLG Orientation (History Colorado) – May 28, 2019 – 5:00 pm to 7:00 pm
City Council Chambers – (Confirmed)
8. NEW BUSINESS
 - Review and adoption of Local Landmark Application Cover Sheet **8-9**
9. ADDITIONAL COMMENTS
10. ADJOURNMENT

Next Regular Meeting, Tuesday, April 23, 2019 at 5:00 p.m.

**CITY OF MONTROSE
HISTORIC PRESERVATION COMMISSION
MINUTES OF THE REGULAR MEETING
February 12, 2019**

The meeting of the City of Montrose Historic Preservation Commission was held on **Tuesday, February 12, 2019**, at City Council Chambers located at 107 S. Cascade Avenue, Montrose, Colorado. Said meeting was posted in accordance with the Sunshine law.

PRESENT: Jon Horn, Ian Atha, Robert (Bob) Stollsteimer, John Eloie, Amanda Lloyd, Michael Prouty. Scott Stryker was absent.

GUESTS: City of Montrose staff members Virgil Turner and Carolyn Bellavance

CALL TO ORDER

Interim Chairperson Jon Horn called the meeting to order at 5:00 p.m.

APPROVAL OF THE MINUTES

There were no minutes to approve.

ADDITIONS AND DELETIONS

There were no additions or deletions to the agenda.

PUBLIC HEARINGS

There were no public hearings.

REPORTS / PRESENTATIONS

Commission Member Introductions: Commissioners present made introductions providing their background, professional and personal interests.

Role of the Historic Preservation Commission: Virgil Turner provided background information on the advisory role of the Historic Preservation Commission and referred to information in the meeting packet.

Historic Preservation Ordinance: Commissioners were provided a copy of City of Montrose Ordinance No. 2451 adopted July 3, 2018, for the Purpose of Codifying Provisions Regarding Historic Preservation.

Commission Procedures and Guidelines: Commissioners were provided a document from the National Alliance of Preservation Commissions titled, "Commission Procedures and Guidelines, Working with Local Governments, and Integrating Preservation into the Planning Process."

Code of Ethics for Commissioners and Staff: Commissioners and staff were provided a brochure from the National Alliance of Preservation Commissions *Code of Ethics for Commissioners and Staff*.

UNFINISHED BUSINESS

Since this was the first meeting of the Commission there was no unfinished business.

NEW BUSINESS

Election of Officers (one year term):

Bob Stollsteimer made a motion to nominate Jon Horn as Chairman, second by John Eloë. All voted yes. Motion passed.

John Eloë made a motion to nominate Bob Stollsteimer as Vice-Chairman, second by Michael Prouty. All voted yes. Motion passed.

John Eloë made a motion to nominate Amanda Lloyd as Secretary, second by Michael Prouty. All voted yes. Motion passed.

Terms of Office will be discussed at a future meeting: Members shall serve three year staggered terms from the date of their appointment; provided, however, that the initial appointment to the Commission shall consist of one appointment of a term of one year, three appointments of a term of two years and three appointments of a term of three years. Members may continue to serve until their successors have been appointed.

CLG Orientation Schedule: The Board confirmed Tuesday, March 12, 2019, for Certified Local Government Orientation training with a representative from History Colorado. Training will be held 5:00-7:00 p.m. in the Centennial Meeting Room, 433 S. First Street, Montrose, Colorado.

Discussion on regular meeting dates and times: The Board and Virgil Turner discussed options for regular Board meeting dates and selected the fourth Tuesday of each month at 5:00 p.m. in City Council Chambers, 107. S. Cascade Avenue, Montrose, Colorado.

ADDITIONAL COMMENTS

Virgil Turner advised that a Google team drive has been set up for Board members to view Historic Preservation Commission documents and suggested Board members sign up for the “notify me” option on the City of Montrose web site, which also has a web page designated for the Historic Preservation Commission that includes information and documentation.

ADJOURNMENT

At 6:58 p.m., a motion was made by Michael Prouty, second by Ian Atha, to adjourn the meeting. All voted yes. Motion passed.

Jon Horn, Chairperson

ATTEST:

Amanda Lloyd, Secretary

**CITY OF MONTROSE
HISTORIC PRESERVATION COMMISSION
BYLAWS**

SECTION 1. NAME AND PURPOSE

1. The name of this organization shall be CITY OF MONTROSE HISTORIC PRESERVATION COMMISSION, hereafter referred to as the Commission.
2. The purpose of the Commission is to carry out the provisions of City of Montrose Ordinance No. 2451 (approved June 18, 2018) adding Section 4-15 to the Official Code of the City of Montrose. The ordinance provides for the protection and preservation of local historic buildings, structures, sites, objects, and districts through a variety of means.

SECTION 2. CODE OF ETHICS

1. The Commission members shall abide by Colorado State Laws concerning ethics and conflicts of interests for Municipal Officials and Employees, pursuant to C.R.S. 24-18-101 *et seq.*; C.R.S. 24-18-201 *et seq.*, C.R.S. 31-4-404(2) and (3), and C.R.S. 18-8-308.
2. Commission members shall also abide by the National Alliance of Preservation Commissions Code of Ethics for Commissions and Staff.

SECTION 3. ELECTION OF OFFICERS

1. The Commission shall hold an election of officers at the regular meeting in February of each calendar year.
2. The Commission shall elect a Chairperson, a Vice-Chairperson, and a Secretary who shall hold office for one (1) year or until their successors are selected and qualified. All officers may serve any number of terms.
3. The Chairperson shall preside at all meetings and shall be responsible for the conduct of such meetings in a manner to ensure majority rule, secure the rights of all members (including the minority and those absent at meetings), and promote order, fairness, decorum, and efficiency.
4. The Vice-Chairperson shall perform the duties of the Chairperson in the event of the Chairperson's absence. In the event the Chairperson and Vice-Chairperson are both absent, the remaining members shall vote for a Chairperson *pro tempore*, who shall chair only that meeting, and only so long as the Chairperson and Vice-Chairperson remain absent.
5. The Secretary shall ensure a record of the minutes of the meeting and file such minutes along with documents presented at the meeting with the City within 15 days following the approval of such minutes.
6. Should the office of Chairperson, Vice-Chairperson, or Secretary become vacant, the Commission shall elect a successor from its membership at the next meeting to fill the unexpired term of said office.

SECTION 4. MEETINGS OF THE COMMISSION

1. Through resolution, the Commission may provide the time and place, either within or outside of the State of Colorado, of regular meetings. A notice of all regular meetings shall be provided in accordance with C.R.S. 24-6-402 *et seq.* (referred to as the "Colorado Sunshine Law"). Members may attend and vote by telephone, video conferencing, or other electronic means. The Commission must meet at least four (4) times annually.
2. Special meetings of the Commission may be called at the request of any three (3) Board members. The person or persons authorized to call special meetings may fix any place or time, either within or outside of the State of Colorado, as the place for holding any special meeting of the Commission called by them. Notice of all special meetings shall be provided in accordance with C.R.S. 24-6-402 *et seq.* Board members may attend and vote by telephone, video conferencing, or other electronic means.
3. Notice of all regular and special meetings shall be posted at the official notice locations of the City of Montrose.
4. The Chairperson, absent objection by any member, may cancel meetings (except those held for the purpose of conducting a public hearing) for cause, including absence of a quorum, lack of business to conduct, or other unforeseeable circumstances. Notice of such cancellation shall be given to the members at least 24 hours in advance of the time of the meeting, if feasible. Cancelled meetings do not count towards the Commission's minimum annual meeting requirement.
5. The Chairperson shall have the agenda prepared for each regular meeting. This agenda shall constitute written notice as specified above in this Section.
6. The Secretary shall ensure the preparation and the making available of the minutes of each meeting no more than 30 days following each meeting to all members.
7. On any matter not quasi-judicial in nature, proxy voting may be done by any member who is unable to attend a meeting, providing the matter to be voted upon is specific and the proxy vote is either in the affirmative or negative and presented to the Chairperson prior to the meeting.
8. No official business of the Commission shall be conducted unless a quorum is present. The concurring vote of a quorum is necessary to constitute an official act of the Commission.

SECTION 5. PUBLIC HEARINGS

1. Each regular meeting of the Commission shall provide for an opportunity for the public to speak on any topic not included on the agenda for that meeting. Each person will have three (3) minutes to present, unless the time allotment is changed by a vote of the Commission for all presenters at said regular meeting.
2. First opportunity to be heard for any public hearing on the agenda shall be a ten (10) minute period afforded to any and all persons submitting a proposal and their representatives. This includes time for the applicant and applicant representatives to speak.
3. Second opportunity to be heard for any public hearing on the agenda shall be a ten (10) minute period afforded to any and all persons having a legal interest in the subject property, including their

representatives, provided that those having a legal interest in the subject property did not submit the proposal and speak in accordance with Subsection One (1) within this Section. However, for proposed historic district-designation public hearings, any owner of a property that may be included in the historic designation, other than owner(s) submitting a proposal, shall speak in accordance with Subsection Four (4) within this Section.

4. Third opportunity to be heard for any public hearing on the agenda shall be given to any associated neighborhood and/or historic preservation organizations. Presentations shall be limited to three (3) minutes, but the majority of the Commission members present may vote to extend or shorten this time. This includes all representatives of that organization. Organizations may not give their time to other organizations or speakers.
5. Other interested parties shall be given the opportunity to be heard for any public hearings on the agenda. Individual presentations shall be limited to three (3) minutes, but the majority of the Commission members present may vote to extend or shorten this time. Speakers may not give their time to other speakers.
6. All persons wishing to speak shall register with the Chairperson prior to the Chairperson opening the public hearing.
7. The Chairperson shall determine the order of speakers in accordance with the order presented in Subsections Two (2) through Five (5), above.

SECTION 6. COMMITTEES AND SUBCOMMITTEES

1. The Chairperson is empowered to appoint working committees and subcommittees as necessary to carry out the work of the Commission. Such appointments shall be subject to approval by the Commission as a whole.
2. A committee shall be an *ad hoc* committee of Commission members only, appointed to perform specified tasks.
3. A subcommittee shall be an *ad hoc* committee consisting of persons who may or may not be Commission members. Subcommittees shall be appointed to perform specified tasks.

SECTION 7. AMENDMENTS

1. These by-laws may be amended (consistent with the terms of the ordinance creating the Commission) at any regular Commission meeting by the concurring vote of a quorum, provided that written notice of such amendments shall be given at least five (5) days prior to such meeting.

**CITY OF MONTROSE HISTORIC PRESERVATION COMMISSION
CITY LANDMARK APPLICATION COVER SHEET**

Application Date:

Historic Property Name:

Other Names:

State Site Number (if applicable) (Example: 5MNnnnnnn):

Property Address:

Please attach a copy of the Montrose County Property Assessor's Card

Owner Name, Address, and Phone or email:

Preparer Name and Contact Information (if different from owner):

Property is listed in:

Colorado State Register of Historic Properties

National Register of Historic Places

Property is already recorded on a Colorado State site form.

If a property is already listed in the Colorado State Register of Historic Properties, the National Register of Historic Places, or already has a Colorado State site form, copies of those forms may be submitted in lieu of preparing a City Landmark Application Form.

Additional Required Information

Descriptions

Character-defining attributes of the property that currently exist:

Character-defining attributes of the property that once existed that may be recoverable in the future:

Photographs

Please attach current photographs of all sides of buildings and structures being proposed for listing individually or front views of buildings, structures, or objects proposed for listing in historic districts. Detail photographs of important property characteristics are appreciated, as are photographs of property settings. Include a list of photos that describes what is shown in each photo and the direction of view. Also, please consider submitting historical photographs that document the original appearance of the nominated property and any photos that can document alterations to the property and when the alterations took place.

