



***REGULAR HISTORIC PRESERVATION COMMISSION MEETING
AGENDA***

***Tuesday, February 25, 2025 5:00 PM
City Council Chambers, Elks Civic Building - 107 S. Cascade Ave.***

The Montrose Historic Preservation Commission is pleased to have residents of the community take time to attend Historic Preservation Commission Meetings. We encourage your attendance and participation. Individuals wishing to be heard during public hearing proceedings are encouraged to be prepared and will generally be limited to three minutes to allow everyone the opportunity to be heard. Additional written comments are welcome and will be received at any time.

1) APPROVAL OF MINUTES

A) Approval of minutes dated August 27, 2024

2) ADDITIONS AND DELETIONS

3) PUBLIC COMMENT

A) Public invited to be heard on matters not on the agenda (Limited to 3 minutes)

4) ELECTION OF OFFICERS

A) Election of Chairperson

B) Election of Vice-Chairperson

C) Election of Secretary

5) ACTION ITEMS

A) Update to Historic Preservation Commission Bylaws

6) ADJOURNMENT



HISTORIC PRESERVATION COMMISSION MINUTES OF THE REGULAR MEETING August 27, 2024

A regular meeting of the City of Montrose Historic Preservation Commission was held on Tuesday, August 27, 2024, in the City Council Chambers, Elks Civic Building located at 107 S Cascade Avenue in Montrose, Colorado. Said meeting was posted in accordance with the Sunshine Law.

Present: Catherine Stroh, Kenneth Huff, Darlene Mora, Jon Horn, Amanda Lloyd

Absent: Danielle Godt, John Elie, Jeremy Omvig

Guests: Planner II William Reis, Deputy City Clerk Briceida Ortega

Call to Order

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

Approval of Minutes

The Historic Preservation Commission considered the minutes of the regular meeting held on April 23, 2024.

A motion was made by Catherine Stroh, seconded by Kenneth Huff, to approve the minutes of the regular meeting held on April 23, 2024 with the following amendments; change the date of the minutes that were considered from March 28, 2024 to February 27, 2024. Replace the Knights of Pythias building with the actual applicant name E.K. Mathews Mercantile/Calloway Bros. All voted yes. Motion passed.

The Historic Preservation Commission considered the minutes of the regular meeting held on July 23, 2024.

A motion was made by Catherine Stroh, seconded by Darlene Mora, to approve the minutes of the regular meeting held on July 23, 2024 as presented. All voted yes. Motion passed.

Additions or Deletions

Agenda item #3 Public Hearing and #3)A Historic Designation Hearing - Sherman and Ross Block Building were removed from the agenda.

Public Comment

No comments.

Other Business

Darlene Mora commended the City and DART for the bags that were made for the MADA fiesta.

Planner II, William Reis mentioned that he submitted a letter to the State last week and they are moving forward with applying for the History Colorado grant.

Chairperson Jon Horn mentioned that they should work on designating the buildings downtown and that they should pursue the Certified Local Government grant. William Reis said that he would discuss it with History Colorado and City staff.

Kenneth Huff asked if there were any updates on historic signage. William Reis mentioned that Jace Hochwalt has been in contact with the company about getting estimates. The board will be reviewing the designs.

Darlene Mora shared that there will be a Pow Wow event at the Ute Indian Museum on September 21, 2024 at 11 AM. Mrs. Mora mentioned that they are needing a driver to drive the shuttle that day and asked if anyone was interested.

Public Comment

None.

Adjournment

A motion was made by Kenneth Huff , seconded by Catherine Stroh, to adjourn the meeting at 5:26 pm, with no further action taken.

Jon Horn, Chairperson

Amanda Lloyd, Secretary



CITY OF MONTROSE
Planning Services

MEMO

TO: Historic Preservation Commission
FROM: William Reis, Senior Planner
DATE: February 25, 2025
RE: City of Montrose Historic Preservation Commission Bylaws Update

City staff have undertaken a review of the Historic Preservation Commission Bylaws in order to update the code reference.

Recommended Actions:

1. Make a recommendation to City Council to update Section 1-2 of the Historic Preservation Commission Bylaws.

Proposed Language:

The language below is proposed to be changed in Section 1-2 of the Historic Preservation Commission Bylaws:

Section 1-2: Name and Purpose

The purpose of the Commission is to carry out the provisions of City of Montrose Ordinance No. ~~2451~~ 2626 (approved ~~June 18, 2018~~ May 16, 2023) adding ~~Section 4-15~~ Chapter 11-3 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.

**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~~ 2626 (approved ~~June 18, 2018~~ May 16, 2023) adding ~~Section 4-15~~ Chapter 11-3 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 presence of four (4) Commissioners in the case of a 7-member Commission at any meeting shall constitute a quorum for transacting business and taking official action for all matters. The concurring vote of a quorum is necessary to constitute an official act of the Commission. Alternates shall assume the seat of any Commissioner in their absence or disability, and so seated shall be counted towards a quorum. Alternates are ex-officio at meetings and may contribute to discussion but may not cast a vote or make or second a motion, unless they assume a vacant Commissioner's seat, in which case they are required to cast a vote and may make or second a motion.

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.