Town of Frederick Historic Preservation Committee Agenda

Frederick Museum
Tuesday, December 10, 2024

Built On What Matters

3:00 PM

Call to Order – Roll Call

Consent Agenda

Consent Agenda items are considered to be routine and will be enacted by one motion and vote. There will be no separate discussion of Consent Agenda Items unless a Board member so requests, in which case the item may be removed from the Consent Agenda and considered at the end of the Consent Agenda.

A. 11/12/2024 Minutes -

Discussion Item

B. Creation of Bylaws-Deputy Town Attorney Christine Francescani

C. 2025 Work Plan - Planning Manager- Ali van Deutekom

Other Business

D. Follow-up on November meeting -

Adjournment

401 Locust Street • P.O. Box 435 • Frederick, CO 80530-0435

Phone: (720) 382-5500 • Fax: (720) 382-5520

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MINUTES
TOWN OF FREDERICK
HISTORIC PRESERVATION COMMITTEE
REGULAR MEETING HELD IN PERSON
November 12th, 2024
3:00 PM

CALL TO ORDER: At 3:06 PM, Planning Manager van Deutekom called the meeting to order.

ROLL CALL:

- Present: Commissioners Cave, Simek, Smith, Trustee March, Youth Commissioner Dukart, and Commissioner Grubb (who entered at 3:09 PM).
- Staff: Planning Manager Ali van Deutekom, Town Clerk Tricia David
- Absent: Commissioner Barnhardt, Youth Commissioner Robbins

APPROVAL OF MINUTES:
Commissioner Simek made a motion to approve the minutes from the November meeting; the motion was seconded by Commissioner Cave. The minutes were approved unanimously.

DISCUSSION ITEMS:

- **Downtown Wayfinding** – Planning Manager van Deutekom explained the initiative. All Committee Members were invited to attend the Wayfinding meeting on November 19, 2024, at 2:00 PM.

- **2025 Work Plan** – Discussion on taking code amendments to the Board of Trustees. A spreadsheet will be provided at a future meeting.

- **Update on Downtown** – Presentation by Planning Manager van Deutekom. Rural Community grants may be a future focus. Discussion about activities to bring focus to downtown next year (e.g., gingerbread house event).

- **Follow-up on History Colorado** – Lindsey is working on a red-line copy and a list of consultants to consider for the Preservation Plan and survey.

- **Festival of lights** – Discussion of possible activities for the HPC to be involved in.

- **Frederick Museum Suggestion** – Commissioner Cave suggested the Frederick Museum be open once a month. Discussion about which day would be best, and ensuring the schedule is published on the website.

- **Future Committee Meetings** – Town Attorney, Grant Administrator, and Redevelopment Coordinator to be invited to future committee meetings.

- **Chair and Vice Chair Election** – Discussed electing Chair and Vice Chair for the Historic Preservation Committee

OTHER BUSINESS:

- Next meeting, December 10th, 2024 – Board Chambers, Town Hall

Meeting adjourned 3:49 PM

Approved by the Historic Preservation Commission:

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ATTEST:

____
Tricia David
Secretary to the Historic Preservation Commission

Bylaws of the Historic Preservation Commission

Town of Frederick, Colorado

Article 1. **Name**

The organization shall be referred to as the "Town of Frederick Historic Preservation Commission."

Article 2. **Mission Statement and Purpose:**

<u>Mission Statement:</u> The Arts Committee on behalf of the Frederick Town Board of Trustees is responsible to:

Create and maintain an inventory of historical assets within the Town of Frederick.

Advise the Board of objects, structures or other features in the Town with historic significance that may be in danger of being lost or damaged.

Assess the community for key community places, buildings and historic resources and develop an historic preservation policy that will enable the Town to designate historic structures.

Publicize and disseminate the history of the Town through educational programming, publication, social media, etc. working in coordination and collaboration with other commissions and local organizations.

<u>Purpose:</u> To create a reasonable balance between private property rights and the public interest in preserving the Town's unique historic character through the nomination of Buildings, Structures, Sites, Objects, and Historic Districts for preservation.

Article 3**. Membership**

<u>Membership selection:</u>

The current Board of Trustees with the support of staff to the Town of Frederick Historic Preservation Commission will select Commission members using an application and interview process.

<u>Eligibility:</u>

Members must be residents of Frederick and be a minimum 18 years of age.

Members may not have direct or indirect financial or economic interest in any business or undertaking that may have business before the Committee.

Article 4**: Leadership and Structure**

The Commission shall elect a Chair, Vice-Chairperson, and Secretary from the membership.

- Chairperson
- Vice-Chairperson
- Secretary
- Liaison

A. Chairperson: The Chair shall be responsible for presiding over all meetings of the Commission, calling special meetings, and work sessions as needed.
B. Vice-Chair: Shall assume all duties of the chair during their absence. The Vice-Chair will lead periodic review of the bylaws with the membership when deemed necessary.
C. Secretary: Shall assure that all records of the Commission are kept and shall transmit to the appropriate records of the Town Clerk to become part of the permanent record. The Secretary will also transmit records to the Commission members as necessary.

Terms: Each office shall serve one year following election or until a successor is elected.

Article 5: **Meetings**

Regular meetings: The Commission will hold regular meetings monthly. Meetings will be held on the second Tuesday of each month at 3:00 pm, unless otherwise communicated in advance by the Chairperson or a designated representative.

Special meetings: Special meetings may be called by the Chairperson or upon written request of 3 committee members. The purpose of the meeting shall be communicated to all members at least 7 days in advance.

Quorum: A quorum for all committee meetings shall consist of a majority of the total membership. Business may be conducted only when a quorum is present. If a quorum is not met, the meeting may proceed as an informational session, but no official actions or decisions requiring a vote can be taken.

Agenda: An agenda shall be prepared for each meeting and distributed to all Commission members at least 3 days prior to the meeting. Members may request items to be included on the agenda.

Meeting Procedures: Meetings shall be conducted according to general parliamentary procedures. The Chairperson shall preside over meetings, maintain order, and ensure adherence to the agenda.

Voting: Decisions shall be made by a simple majority vote of the members present, unless otherwise specified by the bylaws. In the event of a tie vote, the Board of Trustees representative shall cast the deciding vote.

Minutes: Accurate minutes shall be taken for all meetings, including regular and special meetings. These minutes shall be made available to all Commission members within two weeks after the meeting.

Working Sessions: Work sessions may be called by the Chairperson, a majority of the Commission members, or the Board of Trustees, as deemed necessary. The work sessions will be posted in the designated public location as soon as possible. Work sessions do not require a quorum and no actions or votes will be taken at the work sessions.

Article 6: **Commitment to the Public**

Inclusivity and Harassment-Free environment: The Commission is committed to fostering an inclusive and diverse environment that respects the dignity and worth of every individual. The Committee shall not discriminate against any person based on race, color, ethnicity, national origin, gender, gender identity, sexual orientation, age, religion, disability, or any other characteristic protected by applicable law. Harassment based on any of the factors mentioned above is strictly prohibited. Any individuals who believe they have experienced or witnessed harassment are encouraged to report such incidents to the proper authority. Any violations by membership may result in disciplinary action up to and including termination from Commission and any related activities.

Public Communication: The Commission shall periodically review and update its policies, bylaws, and procedures to ensure alignment with the principles outlined in this document. All meeting agendas and minutes shall become a permanent record and be posted for public access.

Electronic Communications: Members who communicate with other members on the Commission by email or other electronic methods must adhere to the following protocol to comply with Colorado Open Meetings Law and to ensure that the business of the Commission is not “discussed” by the Commission by electronic means.

A. One member of the Commission may send an email or electronic communication to one other member of the Commission on any one matter.
B. E-mails or other electronic communications intended for more than one member of the Commission shall be sent as an email to the Town Staff Liaison, who shall forward the communication to the entire Commission.
C. All replies to the communication shall be sent to the Liaison, who shall compile all the replies into a single email message and forward the compiled emails to the entire committee.
D. The Liaison shall not edit or delete any of the messages that are forwarded.
E. There shall not be any further electronic replies on this matter once a complied message has been sent to the entire Commission. Any further discussions will be made and announced at the next posted public meeting.