Town of Frederick
Historic Preservation Committee Agenda

401 Locust Street, Frederick, CO
Tuesday, April 8, 2025

3:00 PM

Call to Order – Roll Call

Approval of Agenda

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. Approval of January 14, 2025, February 1, 2025, and March 11, 2025, Minutes -

Action Agenda

B. Approval of the Historic Preservation Committee Bylaws- Deputy Town Attorney Christine Francescani -
Christine Francescani, Deputy Town Attorney

C. Election of Committee Positions-Deputy Town Attorney Christine Francescani -

Discussion Items

Other Business

Adjournment

Town of Frederick Historic Preservation Committee

Meeting Minutes
January 14, 2025

Call to Order – Roll Call: Staff Liaison Van Deutekom called the meeting to order at 3:02 PM.
Present were Committee Members Barnhardt, Smith, Simek, Cave, and Grubb. Also present were Youth Commissioner Dukart, Staff Liaison Van Deutekom and Secretary Tricia David.

Consent Agenda:

December 10th, 2024 Minutes: Motion by Member Simek, seconded by Member Cave, to approve the minutes of December 10th, 2024, with the correction of the date from December 10th to November 12th, 2024. The motion passed unanimously.

Discussion Items:

Review of Draft Committee Bylaws- Deputy Town Attorney Christine Francescani: Deputy Town Attorney, Christine Francescani, presented a draft of committee bylaws. Following discussion, the members agreed upon multiple changes to the draft. The members also agreed to review another update of the bylaws at the next meeting prior to voting on adoption.

Delegate Miner's Museum Open Hours- Planning Manager- Ali van Deutekom: The committee members agreed to set the museum's open hours for the first Friday of each month from 5:00 PM to 7:00 PM. Member Grubb volunteered to cover February, and Member Smith volunteered for March. Staff Liaison Van Deutekom committed to creating a list of procedures and to coordinate with the Communications department to post the open hours online.

Other Business:

Next meeting February 11th, 2025 at 3:00 pm - Board Chambers, Town Hall: Staff Liaison Van Deutekom suggested changing the committee meeting time to 2:30 PM. All committee members were in agreement with the new time.

Adjournment: There being no further business of the Historic Preservation Committee, Staff Liaison Van Deutekom adjourned the meeting at 4:10 PM.

Frederick Historic Preservation Committee will be attending a training event: Staff Liaison, Ali Van Deutekom, informed the Committee the February meeting was canceled due to the Committee members' attendance at the CAMP Saving Places event, hosted by the National Alliance of Preservation Commissions.

Town of Frederick Historic Preservation Committee

Meeting Minutes
March 11, 2025

Call to Order – Roll Call: The meeting was called to order at 2:40 PM. Due to the absence of a quorum. The meeting proceeded directly into the presentation, with action items being moved to the next meeting 04/08/2025. .

Approval of Agenda:

Consent Agenda:

Approval of January 14, 2025, and February 1, 2025, Minutes:

Public Comment: There is no one here for public comment.

Action Agenda:

Discussion Items:

Update on the Downtown Plan - Britt Palmberg: Britt Palmberg presented.

Other Business:

History of Milavec: Audem Gonzalez presented.

Museum Open hours:

Adjournment: At 3:00 PM, a quorum was established. However, as the presentation was already underway, the meeting continued without being officially called to order. The declaration of no quorum remained in effect, and no action was taken. All meeting items will be moved to the next meeting on April 8, 2025. The presentation concluded at 4:05 PM.

Built On What Matters

TOWN OF FREDERICK
Historic Preservation Committee
Staff Report

Chairperson

Krista Barnhardt, Committee Member
Thomas Cave, Committee Member
Brian Grubb, Committee Member
Jodie Simek, Committee Member
Pamela Smith, Committee Member

Approval of the Historic Preservation Committee Bylaws- Deputy Town Attorney Christine Francescani

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Agenda Date: Historic Preservation Committee Meeting April 8th

Attachments: 1. Historic Preservation Commission BYLAWS

Reviewed By: Tricia David, Town Clerk

Action Type

1) Legislative: Actions that relate to subjects of a long term and general applicability; such as the passing of ordinances/resolutions/policies/etc.

Strategic Plan Alignment:

COMMUNITY AND ECONOMIC VITALITY– Frederick is a community that fosters economic, recreational, cultural, and environmental vitality and builds upon and enhances a variety of economic opportunities. Frederick celebrates its downtown and regards it as a gem in the region.
2.1 Create a funding strategy to facilitate the implementation of the Frederick Recreation Area Master Plan.
2.2 Continue implementing our retail attraction strategy to target regional and destination opportunities, traditional and non-traditional retailers, hospitality, and sit-down eating establishments.
2.3 Begin implementation of revitalization strategies for the downtown with "gazelle like" energy to include short-term, mid-term, and long-term projects.
2.4 Complete the Downtown Plan by mid 2025.

2.5 Continue work on updating the Land Use Code in connection with 1.2 above.

Summary Statement:

Approval of the Historic Preservation Committee Bylaws

Detail of Issue/Request:

The Historic Preservation Committee worked with staff and the Town Attorney's office to draft Bylaws for the Committee. If the Committee votes to approve, these will go forward to the Board of Trustees for final approval.

Legal Comments:

The Town Attorney's office drafted the Bylaws.

Alternatives/Options

Approval:
I move to approve the Historic Preservation Committee Bylaws.

Approval with Conditions:
I move to approve the Historic Preservation Committee Bylaws with the following conditions: (list conditions)

Denial:
I move to deny the Historic Preservation Committee Bylaws.

Financial Considerations

Not Applicable.

Staff Recommendation

Staff recommends approval of the Bylaws as presented.

Community Impact

Bylaws of the Historic Preservation Committee
Town of Frederick, Colorado

Article 1. Name

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

Article 2. Mission Statement and Purpose:

Mission Statement: The Historic Preservation 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 a 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 committees and local organizations.

Purpose: 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

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

Eligibility: Voting 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 has business before the Committee. In the event of a conflict of interest, the member shall abstain from voting and participating in discussions related to the matter.

Article 4: Leadership and Structure

A. Chairperson: The Chair shall be elected by the Committee from the membership and is responsible for presiding over all meetings of the Committee, calling special meetings, and work sessions as needed.

B. Vice-Chair: The Vice-Chair shall be elected by the Committee from the membership and 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. Board of Trustees Representative: A representative of the Board of Trustees shall serve as a member of the Committee and may cast the deciding vote in the event of a tie.

D. Staff Secretary: Shall assure that all records of the Committee 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 Committee members as necessary.

E. Staff Liaison: The Staff Liaison shall assist in creating the agenda and shall serve as the primary point of contact for Committee Members.

F. Youth Commission Liaison: The Town's Youth Commission may appoint a member to serve as a liaison to the Historic Preservation Committee. The Youth Commission Liaison may participate in discussions but may not vote.

Terms: Each office shall serve two years following the election or until a successor is elected.

Article 5: Meetings

Regular meetings: The Committee will hold regular meetings monthly. Meetings will be held on the second Tuesday of each month at 2:30 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.

Quorum: A quorum for all committee meetings shall consist of a majority of the total voting 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 Committee members at least 3 days prior to the meeting, unless in the event of a special 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 voting 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 Committee members prior to the next meeting.

Working Sessions: Work sessions may be called by the Chairperson, a majority of the Committee 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 Committee 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 Committee and any related activities.

Public Communication: The Committee 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 Committee 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 Committee is not “discussed” by the Committee by electronic means.

A. One member of the Committee may send an email or electronic communication to one other member of the Committee on any one matter.

B. E-mails or other electronic communications intended for more than one member of the Committee shall be sent as an email to the Town Staff Liaison, who shall forward the communication to the entire Committee.

C. All replies to the communication shall be sent to the Staff Liaison, who shall compile all the replies into a single email message and forward the compiled emails to the entire committee.

D. The Staff 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 compiled message has been sent to the entire Committee. Any further discussions will be made and announced at the next posted public meeting.

Built On What Matters

TOWN OF FREDERICK
Historic Preservation Committee
Staff Report

Election of Committee Positions-Deputy Town Attorney Christine Francescani

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Agenda Date: Historic Preservation Committee Meeting April 8th

Attachments: None

Reviewed By:

Action Type

1) Legislative: Actions that relate to subjects of a long term and general applicability; such as the passing of ordinances/resolutions/policies/etc.

Strategic Plan Alignment:

Summary Statement:

Detail of Issue/Request:

Legal Comments:

Alternatives/Options

Financial Considerations

Staff Recommendation

Community Impact