

LAKE CITY HISTORIC PRESERVATION COMMISSION BYLAWS

Lake City, Colorado; Adopted June 7, 2016

I Election of Officers

Section 1. The Commission shall hold an election of officers at the first regular meeting in April of each calendar year.

Section 2. The Commission shall elect a Chairperson, Vice Chairperson, and Secretary who shall hold office for one year or until their successors are selected and qualified. Officers may serve any number of terms.

Section 3. The Chairperson shall preside at all meetings and shall be responsible for the conduct of such meetings in accordance with Roberts' Rules of Order.

Section 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-Tem, who shall chair only that meeting, and only so long as the Chairperson and Vice Chairperson remain absent.

Section 5. Should the office of Chairperson or Vice Chairperson become vacant, the Commission shall elect a successor from its membership at the next meeting to fill the unexpired term of said office.

II Meetings of the Commission

Section 1. Regular meetings of the Commission shall be held on the first Tuesday of each month, at 8:00 A.M. Special meetings may be held as needed, when called by the Chairperson or any two (2) members.

Section 2. The Commission shall act officially only at meetings of which not less than five days' notice has been given (posted publicly at a minimum of three (3) locations); provided, however, that emergency meetings of the Commission may be called by the Chairperson upon two (2) days' public notice (posted as above).

Section 3. 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 twenty-four (24) hours in advance of the time of the meeting, if possible.

Section 4. The Chairperson shall have the agenda prepared for each regular meeting. This agenda shall constitute written notice as specified in Section 2 above.

Section 5. An audio recording of Commission meetings will be kept for ninety (90) days. Minutes shall be prepared by the Secretary and shall be made available to each member as promptly as possible after the meeting for review.

Section 6. No official business of the Commission shall be conducted unless a quorum of not less than three (3) voting members is present. The concurring vote of at least three (3) members is necessary to constitute an official act of the Commission. A tie vote of eligible Commission members present does not constitute approval of an item.

III

Certificate of Appropriateness Review Procedures

Section 1. Certificate of Appropriateness Applications for small projects (minor construction, repairs or alteration) will be handled by administrative review of the proposed project (evaluation by town consultant and one (1) commission board member – selected serially), with approval recommendation submitted to the full Board as part of a list of “consent agenda items” to be approved at the regular commission meetings.

Section 2. Certificate of Appropriateness Applications for large projects will require full Board review.

Section 3. In either case, the serial selection of one (1) Board member will be conducted and that person assigned to act as liaison with the applicant to ensure appropriate initial site review (including aesthetics related to surrounding historic structures) and fulfillment of proper application procedures. The Board member assigned to act as liaison with the applicant shall not be deemed to have engaged in ex parte communication by virtue of such action.

Section 4. The determination of whether a project is small or large, shall be made by the appointed liaison, subject to review by the full Board.

Section 5. Applications for Certificate of Appropriateness that have not been approved within ninety (90) days of submission shall be deemed denied.

Section 6. Applicants whose projects are denied approval by the HPC may apply immediately to the Town Board of Trustees for reconsideration of the proposed project.

IV

Public Hearings (Public Commission Meetings)

Section 1. Public comment regarding action items on the agenda (e.g., COA applications) will be dealt with one (1) project at a time in the order listed in the agenda.

Section 2. First opportunity for members of the public to be heard 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/or applicant representatives to speak.

Section 3. Second opportunity to be heard on a particular proposal shall be a ten (10) minute period immediately following Section 1 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 Section 1.

Section 4. Then others shall be heard. Individual presentations shall be limited to three (3) minutes, but the majority of the Commission members present may extend or shorten this time. Speakers may not give their time to other speakers.

Section 5. All persons wishing to speak shall register with the Chairperson prior to the Chairperson opening the public hearing.

Section 6. The Chairperson shall determine the order of speakers.

Section 7. Exceptions to time limits above: A speaker may answer questions from Commission members outside of the time limits delineated in Sections 2, 3, and 4 above.

V

Committees and Subcommittees

Section 1. The Chairperson is empowered to appoint working committees and subcommittees as may be necessary to carry out the work of the Commission. Such appointments shall be subject to approval by the Commission as a whole.

Section 2. A committee shall be an ad hoc committee of Commission members only, appointed to perform specified tasks.

Section 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.

VI

Administrative Action by Town of Lake City Staff

Section 1. Town of Lake City staff may request additional information from applicants, in the Commission's name, where such information is necessary for a complete application for design review, designation or demolition.

VII

Amendments

Section 1. These bylaws may be amended (consistent with the terms of the ordinance creating the Commission) at any regular Commission meeting, provided that written notice of such amendments shall be given at least five days prior to such meeting.