

RESOLUTION NO. R-020-024

THE BOARD OF COUNTY COMMISSIONERS
OF THE COUNTY OF DOUGLAS, COLORADO

A RESOLUTION APPROVING AN AMENDMENT TO THE DOUGLAS COUNTY
HISTORIC PRESERVATION BOARD POLICIES AND PROCEDURES.

WHEREAS, Resolution No. R-991-115 created the Douglas County Historic Preservation Board; and

WHEREAS, the Board of County Commissioners supports the responsible stewardship of historic resources in its Core Priorities; and

WHEREAS, the Policies and Procedures of the Douglas County Historic Preservation Board have been modified from time to time in order to reflect the changing needs of the Douglas County in support of historic preservation in Douglas County; and

WHEREAS, the Board of County Commissioners wishes to amend the Douglas County Historic Preservation Board Policies and Procedures.

NOW, THEREFORE, BE IT RESOLVED, by the Board of County Commissioners of the County of Douglas, State of Colorado, that the amended Policies and Procedures of the Douglas County Historic Preservation Board, Exhibit A hereto, are hereby approved.

PASSED AND ADOPTED this 10 day of March 2020, in Douglas County, Colorado.

THE BOARD OF COUNTY COMMISSIONERS
OF THE COUNTY OF DOUGLAS, COLORADO

BY: Roger A. Partridge
Roger A. Partridge, Chair

ATTEST: Emily Wren
Clerk to the Board, Emily Wren



POLICIES AND PROCEDURES of the DOUGLAS COUNTY HISTORIC PRESERVATION BOARD

PURPOSE

The purpose of the Douglas County Historic Preservation Board is to provide recommendations to the Board of County Commissioner regarding the designation of historic landmarks or historic districts in unincorporated Douglas County.

The purposes of the HPB are:

- 1) To educate County residents on historic matters.
- 2) To help identify and review historic resources in Douglas County.
- 3) To assist property owners in the preparation of landmark applications.
- 4) To make recommendations to the Board of County Commissioners on landmark applications.

MEMBERSHIP

Composition. The HPB shall consist of six (6) members appointed by the Board of County Commissioners.

Eligibility Requirements. Membership on the HPB is open to residents of Douglas County. All members shall have training, experience, knowledge, or a demonstrated interest in preserving the historic resources of the County, which may include, but not be limited to, membership in or volunteering for a historical society or other history-related non-profit or researching or publishing research on local history.

Preferably one member will have professional qualifications from the fields of history, architecture, landscape architecture, architectural history, prehistoric or historic archaeology, or a related field or discipline. Recognizing that professionals may not always be available, this requirement may be waived if no professionals have applied for membership.

Term of Office. Each member shall serve for a term of three years, except that members may be appointed by the Board of County Commissioners for a shorter term in order to achieve staggered tenures. No member may serve more than two consecutive terms.

Appointments to the HPB. Members will be appointed by the Board of County Commissioners. The terms of office may be staggered by making the appointments so that approximately one-third expire each year.

Reappointments. Members may be reappointed at the discretion of the Board of County Commissioners.

OFFICERS

The officers of the HPB shall be chair, vice chair, and secretary. At the second regular meeting of the new calendar year, the HPB members shall conduct an election of officers, unless the HPB members vote to delay the election. HPB officers shall include a chair, a vice chair, and a secretary. Other positions may be created by the HPB members as needed.

Voting. Election shall be by simple majority.

Term. An officer's term shall be for one year and may be extended for another term through reelection.

Duties of Officers.

Chair. The chair will run HPB meetings.

Vice Chair. The vice chair shall perform the chair responsibilities when the chair is not available.

Secretary. The secretary will prepare meeting minutes, which will be distributed and retained by staff.

MEETINGS

Regular Meetings. The HPB shall meet quarterly (January, April, July, October). The meetings shall be open to the public.

Special Meetings. Special meetings of the HPB may be called by staff or upon request of simple majority of the HPB members. All members of the HPB must be notified at least twenty-four (24) hours in advance of the time and the place of any special meeting, and the subject(s) to be discussed specified.

Meeting Requirements. All meetings of the HPB shall be open to the public. Public comment is at the discretion of the HPB.

A quorum shall be required at any meeting of the HPB and shall be four members of the HPB.

To the extent decisions cannot be reached by consensus, *Robert's Rules of Order*, as amended, shall provide guidance for the HPB in all matters of procedure which are not in conflict with or covered by the policies and procedures of the HPB.

Voting. At each meeting, each member in attendance shall be entitled to cast one vote on each question under consideration. The affirmative vote of a simple majority of those members attending shall be necessary for the approval of any matter subject to a vote, unless noted otherwise in these policies and procedures. Tied votes will be considered as either a denial or no action taken. Voting by proxy shall not be permitted.

No abstentions are allowed; except as follows:

- 1) Absence from a prior meeting, for which a review of the documents and reports presented at the prior meeting is insufficient to allow the member to make a fully informed decision on a matter for which the member is considering abstaining.
- 2) Absence from a meeting for which minutes are voted on.

Attendance. HPB members shall make every reasonable effort to attend regularly scheduled meetings and will notify staff as soon as possible of any anticipated absences. A HPB member accumulating more than three (3) absences in a calendar year may be subject to review and removal.

Should any member feel that a particular issue before the HPB may constitute a conflict of interest or create an appearance of impropriety for themselves, they may be excused from attending all or a portion of a meeting.

AMENDMENTS

These policies and procedures may be amended from time to time with the approval of the Board of County Commissioners.

Amended: