

Pueblo Historic Preservation Commission – Executive Procedures (2020-01)

- I. **Record the meeting.** Ask staff to begin.
- II. **Call the [today's date] meeting** of the Historic Preservation Commission to Order.
- III. **Welcome** applicants, staff, and interested citizens.
- IV. **Introductions** (of those present):
 - a. **Scott Hobson**, Acting Director of Planning and Community Development, and Land Use Administrative Official
 - b. **Daniel Kogovsek**, City Attorney
 - c. **Beritt Odom**, Principal Planner
 - d. **Alan Lamberg**, Senior Planner and Staff to this Commission
 - e. Board Members: **Laurel Campbell, Jason Falsetto, Gregory Howell, and Anthony Perko.**
- V. **Approval of Agenda** Chair will ask if there are any correction or additions to the minutes and will note what they are. If there are no additions or correction the Chair will ask for a motion and second to accept the minutes as presented.
- VI. **Consent Agenda** (routine approval procedure):

All items listed in this portion of the agenda were administratively reviewed by staff and recommended to the Historic Preservation Commission for approval, which would be enacted by one motion. There will be no separate discussion of these items unless a Commissioner motions to do so; in which event, the item will be removed from the Consent Agenda and considered under the Regular Agenda.
- V. **Regular Agenda** (public hearing procedures):
 - a. For new applications, Staff will provide a report, Commissioners will ask question and provide comment.
 - b. Applicants will then be asked to provide testimony. **“Please print your name on the sign in sheet, and speak directly into the mic so testimony can be properly recorded.”**
 - c. Ask applicant **“Have you read the staff report? Do you understand the conditions? Can you comply with the conditions?”** And other questions or comments.

Continued, other side

- d. **Supporters of Application, if any, will be sworn in and provide testimony.**
- e. **Those in opposition to the application, if any will be sworn in and provide testimony.**
- f. **The Applicant may respond to opposition with factual rebuttal.**
- g. **Public hearing closed. Secretary will poll Commission for Findings of Fact.**
- h. **The Chair will then request a motion to approve or deny the application.**
- i. **There will be a call for vote on the motion.**
- j. **The Board may discuss and recommend additional conditions. Then the decision will be rendered.**
- k. **Four affirmative votes are required to pass on a seven-member commission.**
- h. **This will be the process for any further applications**

VII. Approval of the minutes (using similar procedure to agenda.)

VI. Old and New Business for other agenda items.

- a. **The Chair will state the item and ask if there is a staff or committee report.**
- b. **Discussion and Comment Period: Once the report is concluded, the Chair will ask if there is discussion.**
- c. **Once discussion has concluded, the Chair will entertain a motion, if one is required and follow the process indicated previously ...**

(Process summary) The Chair will indicate who made the motion and second and restate the motion; the Chair will then ask Commissioners if there is any further discussion; once discussion is concluded the Chair will call for the vote and indicate the vote count, i.e. all in favor, the vote is unanimous, or state if there was opposition.

VII. End the Meeting: Once all items in the agenda have be completed, the Chair will entertain a motion to Adjourn and state the time the meeting was adjourned.