



**BYLAWS
OF THE MONTROSE COUNTY
HISTORIC LANDMARK ADVISORY BOARD**

ARTICLE I – NAME

The name of this board shall be the **Montrose County Historic Landmark Advisory Board**.

ARTICLE II – PURPOSE

The purpose of this Advisory Board is to recommend listings and maintain the Montrose County Historic Landmark Register, for the recognition of significant historic structures and sites within the county; to document historic places; and to educate and inform the public regarding the County’s historic places, in accordance with the adopted Operating Guidelines. The Guidelines may be amended by the Board to meet its needs as long as they adhere to the purpose and principles of the Historic Landmark Register program, as outlined in the Operational Guidelines dated May 26, 2022.

ARTICLE III – BOARD MEMBERSHIP

The Montrose County Historic Landmark Advisory Board shall consist of five to seven regular members as appointed by the Board of County Commissioners of Montrose County. It will be the responsibility of the Montrose County Historic Landmark Advisory Board to recruit and recommend replacement members as needed. It is preferred that whenever possible, one board member shall represent/be a member of each of the County’s historical organizations: the Montrose County Historical Society, the Rimrocker Historical Society of Western Montrose County, The Museum of the Mountain West, The Ute Indian Museum, the City of Montrose’s Historic Preservation Commission; and the remaining members should have some familiarity with historic preservation. Should one or more of these organizations fail to provide a member to the Board, additional regular members shall be appointed by the Board of County Commissioners of Montrose County to fill those membership positions. Members can be

removed by the authority of the Board of County Commissioners of Montrose County at their discretion, without a stated cause.

ARTICLE IV – MEETINGS

The Advisory Board shall meet at minimum two times per year, or as needed, at the request of the Advisory Board Chairperson. The meeting date, time and location shall be determined by the Chairperson. Minutes shall be kept of all Advisory Board proceedings by the duly elected secretary.

Any business conducted by the Advisory Board will be in accordance with the Public Meetings Acts, Public Records Act, and other laws applicable to local public bodies. For example, provide an agenda to the County Administration Office a minimum of 24 hours in advance of the meeting.

ARTICLE V – MEMBERSHIP

Members of the Advisory Board shall be appointed by the Board of County Commissioners of Montrose County at a public meeting of the Board of County Commissioners. The Board of County Commissioners of Montrose County also has the authority to remove members from the Advisory Board, prior to the end of their term, at the discretion of the Board of County Commissioners.

Members of the Advisory Board shall serve three-year staggered terms from the date of appointment. Members may serve unlimited consecutive terms.

Members may continue to serve until their successors have been appointed. All members of the Advisory Board shall serve without compensation. Members of the Advisory Board may be removed by the Board of County Commissioners of Montrose County, without cause being stated.

A quorum for the Advisory Board shall consist of three members. A quorum is necessary for the Advisory Board to conduct business, including holding a public hearing. A roll call vote shall be taken upon request of any member. In the event of a non-unanimous vote, or if there is an abstaining vote, a roll call vote shall be taken.

The officers of this Advisory Board shall consist of a Chairperson, Vice-Chairperson, and Secretary. It is intended that these positions will be voted on as required.

The Chairperson shall set the agenda, call meetings and preside at all meetings of the Advisory Board and shall represent the Advisory Board to the Montrose Board of County Commissioners.

The Chairperson shall also present recommended applications at the BOCC work sessions and otherwise move applications through the approval process (Appendix A).

The Vice-Chairperson shall preside at any meeting in the absence of the Chairperson. The Vice-Chairperson shall schedule the meeting location (e.g., County Administration conference room). It is intended, though not required, that the Vice-Chairperson will step into the Chairperson roll when it becomes vacant.

The Secretary shall keep minutes of all meetings and shall maintain the necessary files for the Register; and the records of the Advisory Board. The Secretary will work to ensure that the Advisory Board's meeting agenda and minutes are distributed to Board Members and that the meeting adheres to Article IV.

ARTICLE VI – RECORDS

Records of this Advisory Board, consisting of Montrose County Historic Landmark applications, minutes, historical data and surveys, etc., shall be secured and maintained at the Montrose County office of the Clerk and Recorder and the Rimrocker Historical Society of Western Montrose County.



Appendix A: MCHLAB Process for Obtaining Landmark Approval.

Montrose County Historic Landmark Advisory Board Process for Obtaining Landmark Approval

- 1) MCHLAB is in receipt of application
- 2) MCHLAB Board members are sent application
- 3) MCHLAB Board reviews application
 - a. Is it complete (nothing missing)
 - b. Does it qualify for Historic Landmark Designation (meets our criteria)
 - c. If it qualifies, a MCHLAB board meeting is scheduled for discussion
- 4) MCHLAB Board votes on accepting or rejecting
- 5) If approved, MCHLAB Board Chairperson prepares material for Commissioner review at an upcoming work session
- 6) MCHLAB Board Chairperson contacts Montrose County Administration staff (Currently Emily Sanchez - 970-249-7755) for inclusion in an upcoming BOCC Work session agenda
 - a. Work sessions occur on Mondays at 9:30 AM
- 7) If BOCC board has no objections, or does not request any additional information, MCHLAB Chairperson completes a BOCC transmittal for inclusion in an upcoming BOCC Board Meeting
 - a. MCHLAB Chairperson invites the applicant/owner to the BOCC Board meeting
- 8) MCHLAB Chairperson attends the BOCC Board meeting and presents a brief summary of the property and why the MCHLAB recommendations approval to the BOCC board in a public meeting.
 - a. BOCC votes on the acceptance or rejection of inclusion
- 9) If approved by the BOCC, Chairperson contacts applicant with the news.
- 10) MCHLAB Chairperson contacts the Montrose County PIO for ordering a plaque for the applicant
- 11) MCHLAB chairperson presents the plaque to the applicant/owner
 - a. MCHLAB board members are invited to the plaque presentation