

Chapter VII – Historic Preservation

The Town has a Historic Preservation Plan and Ordinance, which requires review and approval of building and façade changes within the historic Downtown and Craig and Gould area. Property owners can opt to apply for landmark designation if the building has historical significance and integrity as assessed by a property survey. Landmarking can make the property eligible for local and state historic preservation grants. Please contact the Development Services Department regarding all Historic Preservation questions and applications.

Landmark Designation or Amendment

Town Council may designate as a landmark an individual structure or an integrated group of structures and features on a single lot or site having special historical or architectural value (Section 15.64.080). A property owner desiring to obtain landmark designation may file a nomination application with the Development Services Department.

Submittal Requirements for Landmark Designation or Amendment:

- Application and fee (see Development Services Fee Schedule)
- Justification that landmark meets historic significance and integrity criteria for designation
- Current photographs of proposed landmark
- Cultural resource survey (may be provided by Town of Castle Rock) (see Section 15.64.080 D).

Review Process for Landmark Designation or Amendment:

1. Applicant submits landmark nomination package and fee
2. Staff reviews cultural resource survey and application for conformance with landmark criteria.
3. The applicant must comply with the public hearing notice requirements in Section 15.64.080 E.
4. Historic Preservation Board recommendation based on criteria in Section 15.64.080 C.
5. Town Council approval or denial in a public hearing, following proper notice (see Section 15.64.080 F).

Recording:

6. The Town will record with the Douglas County Clerk and Recorder, the Council's designating Ordinance together with a summary of penalties and sanctions for violating the landmarking provisions (Section 15.64.080 G).

Removal of Landmark Designation

A property owner may request removal of landmark status on a property, and Town Council will make a determination on the request (Section 15.64.100).

Submittal Requirements for Removal of Landmark Designation:

- Application and fee (see Development Services Fee Schedule)
- Justification that landmark no longer meets historic significance and integrity criteria and that removing landmark status will have a positive effect on adjacent properties
- Current photographs of property
- Cultural resource survey (may be provided by Town)

Review Process for Removal of Landmark Designation:

1. Applicant submits landmark designation removal package and fee.
2. Staff reviews cultural resource survey and application for conformance with criteria in Section 15.64.100 B.
3. Historic Preservation Board recommendation following public notice.
4. Town Council approval or denial in a public hearing.

Landmark Alteration

All new construction and exterior alterations that change the visual appearance of a landmarked structure must be approved by the Historic Preservation Board except for minor alterations to a single feature that do *not* dramatically alter the appearance of the structure, which can be approved administratively (Section 15.64.140). The intent of the architectural drawings is to depict the proposed changes for the benefit of the public and the Historic Preservation Board at public hearings. The details of construction occur at the building phase, which is an administrative process.

Submittal Requirements for Landmark Alteration:

- o Application and fee (see Development Services Fee Schedule)
- o Architectural drawings showing property lines, setbacks, location of additions, building elevations, materials and colors (site plan may be required)
- o Justification that alterations meet the Secretary of Interior's Standards for Rehabilitation, will not destroy character-defining features of the structure, are not incompatible with the character of the landmark and will not change an integral part of the structure recognized at the time of landmark designation
- o Current photographs of property

Review Process for Landmark Alteration:

1. Applicant submits landmark alteration package and fee.
2. Staff reviews architectural drawings (and site plan, if required) for conformance with criteria in Section 15.64.140 C.
3. Applicant revises and resubmits (typically one or two times).
4. Historic Preservation Board approval in public hearing or administrative approval for minor alterations (Section 15.64.140 D).
5. Staff denial may be appealed to the Historic Preservation Board, and Board denial may be appealed to Town Council (Section 15.64.140 F).

Demolition or Relocation of Non-Landmarked Structures

If a structure was built after 1945, or is determined by a historical survey to not possess enough historical significance and/or integrity for landmark designation, a demolition or relocation permit may be obtained through the Development Services Department (Section 15.64.090). If a structure was built prior to 1945 in Downtown or the Craig and Gould neighborhood, Town Council approval is required for demolition or relocation.

Submittal Requirements for Demolition or Relocation of Non-Landmarked Structures:

- Application and fee (see Development Services Fee Schedule)
- Justification that the structure does not meet the landmark criteria, that its demolition or relocation would have a positive effect on adjacent properties, that deterioration of property has progressed to the point where it is not economically feasible to rehabilitate the property and/or that relocation (rather than demolition) has been investigated
- Current photographs of property
- If relocation is proposed, information on plans for property that structure is moved from and receiver site
- Cultural resource survey (may be provided by Town)

Review Process for Demolition or Relocation of Non-Landmarked Structures:

1. Applicant submits demolition or relocation package and fee.
2. Staff reviews cultural resource survey and affected sites for compliance with criteria in Section 15.64.090 B.
3. Historic Preservation Board recommendation in public hearing.
4. Town Council approval or denial in public hearing.

Design Review in the Craig and Gould Neighborhood

New construction and design review of non-landmarked structures in the Downtown area require approval of the Downtown Design Review Board (Chapter 17.42). New construction and exterior alterations that change the visual appearance of non-landmarked structures located within the Craig and Gould neighborhood must be approved by the Historic Preservation Board except for minor alterations to a single feature that do *not* dramatically alter the appearance of the structure, which can be approved administratively (Section 15.64.200). The intent of the architectural drawings is to depict the proposed changes for the benefit of the public and the Historic Preservation Board at public hearings. The details of construction occur at the building phase, which is an administrative process.

Submittal Requirements for Design Review:

- Application and fee (see Development Services Fee Schedule)
- Architectural drawings showing property lines, setbacks, location of additions, building elevations, materials and colors (site plan may be required)
- Justification that alterations meet the Secretary of Interior's Standards for Rehabilitation, Castle Rock Style, Castle Rock Design and F.R.E.S.H. standards
- Current photographs of property

Review Process for Design Review:

1. Applicant submits design review package and fee.
2. Staff reviews architectural drawings (and site plan, if applicable) for conformance with criteria in Section 15.64.200 C.
3. Applicant revises and resubmits one or two times.
4. Administrative approval for minor alterations (Section 15.64.200 D).
5. Historic Preservation Board approval in public hearing (Section 15.64.200 E). Board denial may be appealed to Town Council (Section 15.64.200 F).