



City of Littleton

Littleton Center
2255 West Berry Avenue
Littleton, CO 80120

Meeting Agenda

Historical Preservation Board

Wednesday, February 17, 2016

6:00 PM

Community Room

Study Session (Special Start Time)

1. Study Session Topics

a. Joint Meeting with Historic Littleton, Inc. (HLI)

- 1) Discussing and Assigning Responsibilities

ID# 16-26

MEMORANDUM

Attachments:

- 1 - HISTORIC PRESERVATION CODE (Chapter 6) EDITED TO FOCUS ON L.
- 2 - 2016 0106 - LIST OF DESIGNATED STRUCTURES AND DISTRICTS
- 3 - APPLICATION FOR A LOCAL LANDMARK DESIGNATION
- 4 - LIST OF MERIT - FOR SETTING PRIORITIES AND ASSIGNMENTS
- 5 - 2016 Grant Program DRAFT BROCHURE

b. 2016 Main Street Historic District Grant Program Draft Brochure

MISSION STATEMENT: The Historical Preservation Board works to preserve the built environment that gives a unique sense of place and identity to our community. Further, the Historical Preservation Board encourages reinvestment and compatible growth which enhances Littleton's economic vitality.



Staff Communication

File #: ID# 16-26, **Version:** 1

Agenda Date: February 17, 2016

Subject: Historical Preservation Board Monthly Meeting

MEMORANDUM

Presented By: Dennis Swain, Senior Planner

The monthly meeting of the Historical Preservation Board has been shifted from Monday night, February 15, to Wednesday night, February 17, to accommodate the Presidents' Day Holiday.

The bulk of the study session will be a joint meeting with Historic Littleton, Inc. (HLI).

The meeting will begin at 6:00 p.m. with a light dinner provided by HLI.

The focus of the study session will be discussing and assigning responsibilities for accomplishing a mutual goal: protecting the historic resources that help define Littleton and that reinforce the city's already strong sense of community.

We will take a few minutes after the study session for the board to review and comment on the proposed program and the mailer for the 2016 Main Street Historic District Grant Program.

As background for the study session, we have attached the following:

1) The Historic Preservation Code.

Becoming familiar with the relevant sections of the code is the best way to understand and be able to explain and answer questions about the landmark nomination and designation processes.

2) Locally Designated Structures and Districts

The list of currently designated structures and districts provides good background as the boards discuss expanding the number and characteristics of landmark structures. At this point, HPB recommends focusing on individual structures and considering districts as one of the future steps.

3) Application for Landmark Designation

Becoming familiar with the landmark application will be useful when explaining the process to owners of potential landmarks and answering their questions.

4) Properties Previously Listed on the Now-Out-of-Use List of Merit

This list is the starting point for considering structures the owners of which the board will choose to

approach regarding landmark designation. The boards may choose to add additional properties as they proceed with this project.

5) DRAFT 2016 Main Street Historic District Grant Program Brochure

Please review and prepare comments and possible language changes to we can expedite the review process. If the board approves a program at the February meeting, awards can be made in May.

Chapter 6

EDITED HISTORIC PRESERVATION CODE

NOTE: Chapter 6 has been edited to focus on the process and criteria for landmark designation and the benefits and obligations of designation.

1) Language not directly relevant to landmark designation has been deleted.

2) Language that provides background is included but not highlighted.

3) Language that is directly relevant is included and highlighted.

4-6-2: DECLARATION OF POLICY AND PURPOSE:

4-6-3: DEFINITIONS:

4-6-6: POWERS AND DUTIES OF THE HISTORICAL PRESERVATION BOARD:

4-6-7: RULES AND PROCEDURES FOR BOARDS AND COMMISSIONS:

4-6-8: CRITERIA FOR DESIGNATION:

4-6-9: PROCEDURES FOR NOMINATION OF HISTORIC LANDMARKS AND DISTRICTS:

4-6-10: LEGAL PROTECTION FOR NOMINATED PROPERTIES:

4-6-11: PROCEDURES FOR DESIGNATION OF HISTORIC LANDMARKS AND HISTORIC DISTRICTS:

4-6-2: DECLARATION OF POLICY AND PURPOSE:

(A) The council finds that the pressures of population growth and development may result in the destruction, impairment or drastic alteration of the buildings, structures and areas important to the city's cultural, historic and architectural heritage. It is further found that the prevention of needless destruction and impairment and the attendant preservation of the city's cultural, historic and architectural heritage is essential to the public health, safety and welfare.

(B) The purpose of this chapter is to promote the public health, safety and welfare through:

1. The protection, enhancement, perpetuation and use of buildings, structures, sites and areas that are reminders of past eras, events and persons important in local, state or national history, or which provide significant examples of architectural styles of the past, or which are unique and irreplaceable assets to the city and its neighborhoods, or which provide for this and future generations examples of the physical surroundings in which past generations lived;
2. The development and maintenance of appropriate settings and environments for such buildings and structures, and in such sites and areas;
3. The enhancement of property values, the stabilization of neighborhoods and areas of the city, the increase of economic and financial benefits to the city and its inhabitants, and the promotion of tourist trade and interest;

4. The preservation and enhancement of a city of varied architectural styles, reflecting the distinct phases of its history: cultural, social, economic, political and architectural;
5. The enrichment of human life in its spiritual, educational and cultural dimensions by fostering knowledge of the living heritage of the past; and
6. The provision of educational opportunities and to increase the appreciation of Littleton's history.

(C) The intent of this chapter is to create a reasonable balance between private property rights and the public interest in preserving Littleton's unique historic character and culture. It is also the intent of this chapter not to preserve every old building in the city, but rather to prevent the destruction of historic and architecturally significant sites, buildings, structures, neighborhoods and districts by restricting the use of land and the moving, demolition, reconstruction, restoration or alteration of such buildings, sites and structures. (Ord. 18, Series of 2012)

4-6-3: DEFINITIONS:

ARCHITECTURAL AND/OR HISTORIC SIGNIFICANCE: That which has a special historic or aesthetic interest or value as part of the development, heritage, cultural or historic character of the city, region, state or nation.

CULTURAL LANDSCAPE: A geographic area (including both cultural and natural resources and the wildlife or domestic animals therein), associated with a historic event, activity, or person or exhibiting other cultural or aesthetic values.

EXTERIOR ARCHITECTURAL FEATURES: The architectural style and general arrangement of the exterior of the structure including type and texture of the building materials and including all windows, doors, lights, signs and other fixtures appurtenant thereto.

EXTERNAL IMPROVEMENTS: Any structure, place, work of art, natural feature, landscape element or other object constituting a physical change of real property and/or improvements which are visible from a public way or adjoining properties.

GOOD REPAIR: A condition which not only meets minimum standards of health and safety but which also guarantees continued structural soundness and continued usefulness.

HISTORIC DESIGNATION: The formal recognition of a historic structure, site, or district.

HISTORIC LANDMARK: Any resources of this city, at least forty (40) years old, both public and private, including buildings, homes, replicas, structures, objects, properties, cultural landscapes or sites that have importance in the history, architecture, archeology, or culture of this city, state or nation, as determined by the board and having received a historic designation.

HISTORIC SITE: A landscape significant for its association with a historic event, activity or person.

4-6-6: POWERS AND DUTIES OF THE HISTORICAL PRESERVATION BOARD:



The historical preservation board shall:

(A) Review properties nominated for designation as a historic landmark, historic district, and make recommendations to the city council regarding historic designations.

4-6-8: CRITERIA FOR DESIGNATION:

The board will consider the following criteria in reviewing nominations of properties for designation:

(A) Criteria: Properties receiving historic designations shall be at least forty (40) years old except as otherwise provided herein and possess architectural, social, or geographical/environmental importance by meeting one or more of the following:

1. Exemplifies specific elements of an architectural style or period;
2. Is an example of the work of an architect or builder who is recognized for expertise nationally, statewide, regionally, or locally;
3. Demonstrates superior craftsmanship or high artistic value;
4. Represents an innovation in construction, materials or design;
5. Represents a style particularly associated with the Littleton area;
6. Represents a built environment of a group of people in an era of history;
7. Represents a pattern or grouping of elements representing at least one of the above criteria;
8. Has undergone significant historic remodel;
9. Is the site of historic event that had an effect upon society;
10. Exemplifies cultural, political, economic or social heritage of the community;
11. Represents an association with a notable person or the work of a notable person;
12. Represents a typical example/association with a particular ethnic group;

13. Represents a unique example of an event in Littleton's history;
14. Enhances sense of identity of the community;
15. Is an established and familiar natural setting or visual feature of the community.

4-6-9: PROCEDURES FOR NOMINATION OF HISTORIC LANDMARKS AND DISTRICTS:

- (A) Who May Nominate: The board, city council, or owner(s) may nominate a property, area or structure for designation as a historic landmark or historic district.
- (B) Nomination Requirements: Upon inquiry for nomination, the director and at least one member of the board shall contact the owner or owners of such historic properties outlining the reasons and effects of designation as a historic property and, if possible, shall secure the consent of the owner or owners to such designation before the nomination is accepted as complete for review.
- (C) Filing An Application: If the property is found to have a potential for designation, an application shall be filed with the director on forms prescribed by the board, and shall include the names of all owners of property included in the proposed designation, and shall be accompanied by all data required by the board. The director shall transmit copies of the application to relevant city departments including the Littleton Historical Museum. The director shall in all cases notify, in writing, all owners of property included in the proposed designation, other than applicants, that designation proceedings have been initiated.
- (D) Nomination Contents: Each such nomination shall include a description of the characteristics of the proposed historic landmark which justify its designation, a description of the particular features that should be preserved, and shall include a legal description of the location and boundaries of the historic property. Each nomination for a historic district shall include a period of significance and a list of contributing and noncontributing properties within the proposed historic district boundaries. Any such designation shall be in furtherance of and in conformance with the purposes and standards of this section. (Ord. 18, Series of 2012)

4-6-10: LEGAL PROTECTION FOR NOMINATED PROPERTIES:

For a property or district which has been nominated but not yet designated, permits to alter or remodel the exterior of the property or properties within the proposed district or to build, relocate, or raze shall not be issued during the ninety (90) day period following the date nomination is received by the director. (Ord. 18, Series of 2012)

4-6-11: PROCEDURES FOR DESIGNATION OF HISTORIC LANDMARKS AND HISTORIC DISTRICTS:

(A) Designation With Owner's Consent:

1. Filing Of Application: Any completed application for designation, once reviewed by the director, shall be promptly referred to the board. The board shall hold a public hearing on the proposal not less than thirty (30) days, nor more than sixty (60) days after the filing of the application to consider the adoption of the designation resolution.
2. Notice Of Hearing: Notice of the hearing shall be given in accordance with section [4-6-22](#) of this chapter. The director shall be responsible for giving notice.
3. Review: The director shall review the proposed designation with respect to: a) its relationship to the comprehensive plan; b) the effect of the designation on the surrounding neighborhood; and c) such other planning considerations as may be relevant to the proposed designation. The director shall provide written comments and recommendations regarding the proposed designation to the board no less than seven (7) days before the hearing.

(B) Designation Without Owner's Consent:

1. If the owner or owners of the property or owners of a majority of the properties in a proposed historic district nominated for designation does not consent to the review, the board shall consider the following criteria in addition to meeting a minimum of three (3) of the criteria listed in section [4-6-8](#) of this chapter:
 - (a) Whether the property or district has overwhelming historic importance to the entire community. The term "overwhelming significance" shall, for purposes of this section, mean that the property or district:
 - (1) Possesses such unusual or uncommon significance that the structure's or district's potential demolition or major alteration would diminish the character and sense of place in the community of Littleton;
 - (2) Possesses superior or outstanding examples of the architectural, social or geographic historic significance criteria outlined in the standards and criteria. The term "superior" shall mean excellence of its kind and the term "outstanding" shall mean marked by eminence and distinction.

(C) Public Hearing Before The Board:

1. Any application for designation shall be promptly referred to the board. The board shall hold a public hearing on the proposal not less than thirty (30) days, nor more than sixty (60) days after the filing of the application to consider the adoption of the designation resolution.
2. At least five (5) of seven (7) members of the board must be present at the hearing in order to establish a quorum. In the event of vacancies on the board, then two-thirds ($\frac{2}{3}$) of board members shall constitute a quorum. If a quorum is missing then the chairperson of the board may set a new

date for a special hearing or the matters scheduled for that hearing shall be heard on the next regularly scheduled hearing date.

3. Notice of hearing shall be given in accordance with section [4-6-22](#) of this chapter.

(D) Recommendation Of The Board: Board recommendation to the city council shall be made after the board has heard all interested parties and relevant evidence. The board may continue the hearing from time to time as necessary to gather all relevant evidence to make its recommendation. The board shall consider the conformance or lack of conformance of the proposed designation with the purposes, standards and criteria of this chapter. The board shall either recommend approval, modification and approval, or disapproval of the proposal and shall refer the proposal, with a copy of its report and recommendations, to the council. Any recommendation of the board shall include, if applicable, a determination of the period of significance for the proposed historic district and a list of contributing properties and noncontributing properties within the proposed historic district.

(E) Proceedings Before The Council:

1. Within sixty (60) days after the date of any referral from the board, the council shall hold a public hearing on the proposed designation, after giving notice in conformance with section [4-6-22](#) of this chapter. The council may continue or postpone the public hearing for the convenience of the council, the applicant or the public.
2. The council shall, by ordinance, approve, modify and approve, or disapprove the proposed designation and shall issue written findings in accordance with and after considering the criteria as set forth for historic landmarks and historic districts. The owner(s) of the property nominated shall be notified of council's decision.
3. Before filing an action in a court of competent jurisdiction, the owner may request the matter be submitted to mediation through the office of dispute resolution in the state judicial department. The city shall pay the fees of any mediator.

(F) Recording The Designation:

1. The historic designation ordinance of the city council shall be recorded within the real estate records of the county in which the property is located as soon as possible after the effective date of the ordinance.
2. Within fifteen (15) days after recording of the historic designation, the director shall send a copy of the ordinance to the owner.
3. A record of properties designated as historic landmarks or historic districts is maintained on file in the city.

(G) Designation Is Permanent: A property designated as a historic landmark shall retain that designation for perpetuity, unless the property has lost its historic character as determined pursuant to section [4-6-15](#) of this chapter. (Ord. 18, Series of 2012)

4-6-12: ECONOMIC INCENTIVES FOR HISTORIC PRESERVATION:

(A) Economic Incentives: An owner of a property that has been designated as a historic landmark, as described in section [4-6-11](#) of this chapter, may apply for the following economic incentives for the restoration or rehabilitation of the property, and such additional incentives as may be available, including, but not limited to:

1. Matching funds for survey work.
2. Funds through the certified local government program.
3. Matching funds available through local preservation organizations.
4. State and national rebate and tax incentive programs available for historic properties.

(B) Refund Of City Of Littleton Taxes: The owner of any designated property may apply for a refund of certain ad valorem taxes paid to the city, if any, which have been paid upon a historic landmark or any property located within a historic district during the year of designation and for all subsequent years that said property is so designated provided that maintenance and rehabilitation activities as required by the council are completed and this property maintained as provided herein. The amount of refund shall be computed by multiplying the mill levy imposed by the city for the current year on the assessed valuation of said property. The amount of refund will be:

1. Historic properties: One hundred percent (100%) refund.
3. This subsection shall not apply to any property within the Main Street historic district.

(C) Maintenance Checklist Required: A checklist of activities critical to the maintenance of a historic landmark to be completed as a requirement for receiving a tax rebate can be obtained through the community development department. The board may modify this checklist from time to time at its discretion.

(D) Other Economic Incentives; Notice Of Refunds: The board shall attempt to identify and implement other economic incentives for historic properties. The board shall notify the owners of historic properties of economic incentive opportunities available. The board shall distribute public information informing citizens of the tax refund for historic buildings.

(F) Other Exemptions: Owners of properties within the Main Street historic district are entitled to other exemptions for sales and use tax under sections [3-9-3-2](#) and [3-9-4-3](#) of this code, parking requirements under section [10-4-9](#) of this code, and building permit fees pursuant to resolution 2006-02. (Ord. 18, Series of 2012)

4-6-13: SPECIAL DUTIES AND OBLIGATIONS OF OWNERS OF HISTORIC PROPERTIES:

(A) Plan Submittal To Reconstruct, Improve, Demolish Or Alter: Owners intending to reconstruct, improve, demolish or in any way significantly alter or change a historic landmark must first submit their plan for review to the board and appropriate city departments as to compliance with all city codes and ordinances.

(B) Certificate Granted: After consultation with the city's department of community development the owner shall submit a plan for the review by the board which shall pursuant to the process set forth in this section, grant a certificate of historic appropriateness to properties that the board feels can be altered without diminishing the historic character of the property.

(C) Permits Required: If a certificate of historic appropriateness is granted by the board, the applicant must obtain all necessary permits required by the city ordinances.

(D) Prohibited Acts: It shall be unlawful for owners of historic landmarks to allow:

1. The deterioration of exterior walls or other vertical supports;
2. The deterioration of roofs or other horizontal members;
3. The deterioration of external chimneys;
4. The deterioration or crumbling of exterior plasters, mortars, brick, stone or wood siding;
5. The ineffective waterproofing of exterior walls, roof, and foundations, including windows and doors;
6. The peeling of paint, rotting, holes and other forms of decay;
7. The lack of maintenance of surrounding environment, e.g., fences, gates, sidewalks, steps, signs, accessory structures and landscaping to produce a detrimental effect on a historic landmark;
8. The deterioration of any feature so as to create or permit the creation of any hazardous or unsafe condition or conditions.

(E) Compliance With City Codes: No owner, lessee, or occupant of any historic landmark or structure in a historic district shall fail to comply with all applicable provisions of this section and other ordinances of the city regulating property maintenance. To include, but not be limited to, those codes as established in section [4-1-1](#) of this title and section [5-2-1](#) of this code or the health and sanitation ordinances in [title 7](#) of this code.

(F) Owner Notification: Before the city attorney files a complaint in municipal court for failure to maintain the historic landmark or structure in a historic district, the board shall notify the property owner, lessee, or occupant of the need to repair or maintain, and shall assist the owner, lessee, or occupant in determining how to preserve the property, and shall give the owner a reasonable time to perform such work, which time shall not exceed ninety (90) days. The board may grant extensions of the time period for good cause. (Ord. 18, Series of 2012)

4-6-14: CERTIFICATE OF HISTORIC APPROPRIATENESS:

(A) When Required: A certificate of historic appropriateness shall be obtained in conformance with any applicable adopted design guidelines, and in addition to any other permit or other approval required by this code for any designated historic landmark structure or any property in a historic district.

1. A certificate of historic appropriateness shall be obtained from the board, in conformance with any applicable adopted design guidelines, and in addition to any other permit or other approval required by this code for any designated historic landmark structure or any property in a designated historic district for:

(a) Demolition, new construction, addition or modification, including chimneys, doors, stoops and windows, or handrails on commercial structures, of or to the front or side facade of any principal structure.

(b) The demolition of existing or construction of new accessory structures.

(c) Swimming pools, hot tubs or spas, air conditioning condensers, swamp coolers, HVAC units, or other mechanical equipment visible from any public street.

2. The director shall issue a certificate of historic appropriateness for any designated historic landmark structure or any property in a historic district when the criteria contained in this chapter have been met for any:

(a) Demolition, new construction, addition or modification, including chimneys, doors, stoops, windows, or handrails on commercial structures, of or to the rear facade of any principal structure;

(b) Change in the exterior of accessory structures, to include garages, greenhouses, covered or closed decks, work or storage sheds and similar structures;

- (c) Changes in roofing materials, architectural features, including, but not limited to, shutters, awnings, cornices, antennas, satellite dishes, painting of previously unpainted surfaces, wind generators or electrical exterior light fixtures;
- (d) Patios, decks and stoops less than thirty inches (30") above grade and visible from the public street fronting the structure;
- (e) Swimming pools, hot tubs or spas, air conditioning condensers, swamp coolers or HVAC units not visible from any public street.

Except when the work will have a significant visual impact from a public right of way, then a certificate of historic appropriateness shall be obtained from the historical preservation board.

- 3. No certificate of appropriateness shall be required for any change to the interior of a historic landmark or any structure on a property in a historic district, replacement of roofing with the same type and color of materials, painting of previously painted surfaces, other routine maintenance, the placement of window well covers on basement windows, replacement of handrails or guardrails on residential structures, or landscape features.
- 4. A certificate of historic appropriateness shall not be required to restore any structure damaged by fire, vandalism, flood, wind or other act of God, to its condition existing before the damage with substantially similar materials of like kind and quality. The director shall review any building permits to repair such damage to ensure that substantially similar materials of like kind and quality are being used for the repair.

- (B) Application: The director shall maintain a current record of: 1) designated historic landmarks; 2) historic districts and list of contributing properties and noncontributing properties within any historic district; and 3) all pending proposed designations. Upon any application for a permit to carry out any construction, alteration, removal or demolition of a building or other designated feature to a historic landmark or a property in a historic district, which would materially alter the exterior of such a building, site or structure, or which involves more than ordinary maintenance, the department of community development shall not issue the requested permit until approved as provided herein, and shall promptly forward such application to the board.

The board shall review any permit applications so forwarded to it to determine whether a certificate of historic appropriateness for the work proposed should be issued.

Applications shall contain such information as is required by the board, so as to assure full presentation of pertinent facts for proper consideration of the application. The application shall be accompanied by plans and specifications showing the proposed exterior appearance, including color, texture of materials and architectural design and detail. Drawings or photographs showing the property in the context of its surroundings shall also be required. In addition, the applicant shall file with his/her application the names and addresses of abutting property owners.

- (C) Criteria For Certificate Of Historic Appropriateness: The board shall issue a certificate of historic appropriateness for any proposed work on a historic landmark or any property in a historic district when (1) the proposed work would not detrimentally alter, destroy or adversely affect any architectural or landscape feature which contributes to its original historic designation and is

otherwise in conformance with any applicable adopted design guidelines. (2) The board must find the proposed work visually compatible with designated historic structures located on the property in terms of design, finish, material, scale, mass and height. When the subject site is within a historic district, (3) the board must also find that the proposed work is visually compatible with the development on adjacent properties. (4) In the case of partial demolitions, the board must also find that the partial demolition is required for the renovation, restoration or rehabilitation of the structure and impacts on the historic importance and architectural integrity of the structure(s) located on the property have been mitigated to the greatest extent possible. For the purposes of this section, the term "compatible" shall mean consistent with, harmonious with, and/or enhances the mixture of complementary architectural styles either of the architecture of an individual structure or the character of the surrounding structures.

(D) Proceedings By The Board: The board shall hold a public hearing on any application for a certificate of historic appropriateness referred to it. The hearing shall be held within a reasonable time not to exceed forty five (45) days after the filing of the completed application.

Notice of the hearing shall be given in accordance with section [4-6-22](#) of this chapter.

(E) Criteria Standards And Limitations For Alterations Of A Historic Landmark:

1. Board Considerations: In determining whether to issue a certificate of historic appropriateness the board shall consider:
 - (a) The effect of the proposed change on the general architectural and/or historic character of the structure or district;
 - (b) The architectural style, arrangement, textures and materials used on existing and proposed structures and their relation to other structures in the district;
 - (c) The uniqueness of the structure and how it ties in with the history of the area;
 - (d) The size of the structure, its setbacks, its site, location, and the appropriateness thereof, when compared to existing structures and the site;
 - (e) The effects of the proposed work in creating, changing, destroying or otherwise affecting the exterior architectural features of the structure upon which such work is done;
 - (f) The effect of the proposed work on the protection, enhancement, perpetuation and use of the structure, area or district;
 - (g) The use to which such structure or area shall be put;
 - (h) The condition of existing improvements and whether they are a hazard to the public health or safety;
 - (i) The economic viability of maintaining the structure or area as is;

(j) Whether the property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.

(k) The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.

2. Limitations On Alterations: The following criteria shall apply to all alterations or changes:

(a) Alterations shall not create a false sense of historic development, such as adding conjectured features or architectural elements from other buildings.

(b) Most properties change over time; those changes that have acquired a historic significance in their right shall be retained and preserved.

(c) Distinctive features, finishes and construction techniques or examples of craftsmanship that characterize a property shall be preserved.

(d) Deteriorated historic features shall be repaired rather than replaced. When the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical or pictorial evidence.

(e) Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.

(f) Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.

(g) New additions, exterior alterations or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale and architectural features to protect the historic integrity of the property and its environment.

(h) New additions and adjacent or related new construction shall be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic landmark and its environment would be unimpaired.

(i) Alterations, new additions and related new construction shall be in conformance with any applicable adopted design guidelines.

(F) Board Action: The board shall approve or disapprove the application in whole or in part. The board may continue the hearing to a date certain with the consent of the applicant. (Ord. 18, Series of 2012)

4-6-15: CRITERIA TO REVIEW RELOCATION OF A HISTORIC LANDMARK:

In addition to the alterations criteria in subsection [4-6-14\(E\)](#) of this chapter, the board shall apply the

following criteria in considering applications for relocating a historic landmark, a structure on a historic site, a building or structure within a historic district; a structure onto a historic site; or a structure onto property in a historic district:

(A) For consideration of the original site, the board will review for compliance with all of the following criteria:

1. Documentation showing the structure cannot be rehabilitated or reused on its original site to provide for any reasonable beneficial use of the property;
2. The contribution the structure makes to its present setting;
3. Whether plans are specifically defined for the site to be vacated, and have been approved by city staff;
4. If the structure can be moved without significant damage to its physical integrity and the applicant can show the relocation activity is the best preservation method for the character and integrity of the structure;
5. Whether the structure has been demonstrated to be capable of withstanding the physical impacts of the relocation and resiting;
6. Whether a structural report submitted by a licensed structural engineer experienced in preservation of structures adequately demonstrates the soundness of the structure proposed for relocation.

(B) For consideration of the new location, the board will review for compliance with all of the following criteria:

1. The building or structure must be compatible with its proposed site and adjacent properties and if the receiving site is compatible in nature with the structure or structures proposed to be moved.
2. The structure's architectural integrity is consistent with the character of the receiving neighborhood.
3. The relocation of the historic structure would not diminish the integrity or character of the neighborhood of the receiving site.
4. A relocation plan has been submitted and approved by the city staff, including posting a bond, to ensure the safe relocation, preservation and repair (if required) of the structure, site preparation and infrastructure connections. (Ord. 18, Series of 2012)

4-6-16: TOTAL DEMOLITION OF A HISTORIC LANDMARK:

It shall be unlawful for any historic landmark or property in a historic district to be totally demolished without having first obtained a certificate for demolition. If a certificate for demolition is requested on any basis other than that of an imminent hazard or economic hardship, a certificate of demolition will not be issued until all criteria in this section are met.

Applicants requesting a certificate of demolition must provide evidence to clearly demonstrate that the situation meets all of the following criteria:

(A) The structure proposed for demolition is not structurally sound; and

(B) The structure cannot be rehabilitated or reused on site to provide for any reasonable beneficial use of the property; and

(C) The structure cannot be practically moved to another site in Littleton; and

(D) The applicant demonstrates that the proposal mitigates to the greatest extent practical the following:

1. Any impacts that occur to the visual character of the neighborhood where demolition is proposed to occur.
2. Any impact on the historic importance of the remaining structure(s) located on the property and adjacent properties.
3. Any impact to the architectural integrity of the remaining structure(s) located on the property and adjacent properties.

(E) In the case of archeological sites, whether archaeological information can be recovered as part of the demolition process. (Ord. 18, Series of 2012)

4-6-17: ECONOMIC HARDSHIP:

(A) Application For Determination Of Economic Hardship: Following denial of a certificate of historic appropriateness or a certificate of demolition, the property owner may apply for a certificate of economic hardship by submitting to the board a completed application for a certificate of economic hardship on a form prepared by the director.

(B) Public Hearing Process: The board shall hold a public hearing within sixty (60) days of receipt of a completed application for a certificate of economic hardship. Notice of the public hearing shall be in conformance with section [4-6-22](#) of this chapter. At the public hearing, the board shall take testimony and other evidence presented by the owner/applicant and any other interested parties concerning the economic hardship that the owner/applicant will suffer without the proposed alteration, construction, relocation, removal or demolition being sought by the owner/applicant.

(C) Standards For Determination Of Economic Hardship: The board shall issue a certificate of economic hardship only if the board finds that the subject property cannot be put to any reasonably beneficial use or that the owner/applicant will suffer a substantial economic loss thereon without the alteration, construction, relocation, removal or demolition being sought by the owner/applicant and that the owner/applicant is not responsible in any way for the hardship from which he or she is seeking relief. The factors to be considered by the board on the issue of economic hardship shall include, but are not limited to, the following:

1. A substantial decrease in the fair market value of the property as a result of the denial of the certificate of historic appropriateness or certificate of demolition;
2. A substantial decrease in the financial return to owners of record or other investors in the property as a result of the denial of the certificate of historic appropriateness or certificate of demolition;
3. The structural soundness of any structures on the property and their suitability for restoration or rehabilitation;
4. The economic feasibility of restoration, rehabilitation or reuse of the existing structure or improvement on the property in the case of a proposed demolition.
5. The owner/applicant's purchase of the subject property without making said purchase contingent upon the owner/applicant first obtaining necessary board approvals under the historic preservation code shall be deemed to be conclusive evidence of the fact that the owner/applicant is responsible for his or her own economic hardship, if any.

(D) Evidence: The owner/applicant shall submit evidence at the hearing to support the economic hardship which the owner/applicant alleges he or she would suffer if the owner/applicant is not granted a certificate of historic appropriateness or certificate of demolition. Specific information and documentation which should be presented by the owner/applicant at the hearing shall include, but not be limited to, the following:

1. The amount paid for the property, the date of purchase, and party from whom purchased, including a description of the relationship, if any, between the owner of record or applicant, and the person from whom the property was purchased;
2. The annual gross and net income, if any, from the property for the previous three (3) years; itemized operating and maintenance expenses for the previous three (3) years; and depreciation deduction and annual cash flow before and after debt service, if any, for the previous three (3) years;
3. Remaining balance on any mortgage or other financing secured by the property and annual debt service, if any, during the previous three (3) years;
4. Real estate taxes for the previous three (3) years and assessed value of the property according to the two (2) most recent assessed valuations by the county assessor for the county in which the property is located;

5. All appraisals obtained within the previous three (3) years by the owner or applicant in connection with the purchase, financing or ownership of the property;
6. Any listings of the property for sale or lease, and price asked and offers received, if any, within the previous two (2) years;
7. A report from a licensed engineer or architect with experience in rehabilitation as to the structural soundness of any structures on the property and their suitability for rehabilitation;
8. Estimate of the cost of the proposed construction, alteration, demolition or removal, and an estimate of any additional cost that would be incurred to rehabilitate or renovate the existing property for continued use;
9. Estimated market value of the property in the current condition after completion of the demolition and proposed new construction; and after renovation of the existing property for continued use, and the testimony of an architect, developer, real estate consultant, appraiser, or other professional experienced in rehabilitation as to the economic feasibility of rehabilitation or reuse of the existing structure on the property;
10. Economic incentives and/or funding available to the applicant through federal, state, city, or private programs.

(E) Issuance Or Denial Of Certificate Of Economic Hardship:

1. If the board finds that the owner/applicant has established that the owner/applicant will suffer a demonstrable economic hardship as a result of the denial of a certificate of historic appropriateness or certificate of demolition, then the board shall issue a certificate of economic hardship. In that case, the board shall also issue the certificate of historic appropriateness or certificate of demolition, as the case may be.
2. If the board finds that the owner/applicant has not established that the owner/applicant will suffer a demonstrable economic hardship as a result of the denial of a certificate of historic appropriateness or certificate of demolition, then the board shall deny the certificate of economic hardship.

(F) Health And/Or Safety Issues: A noneconomic hardship is considered when designation creates a situation substantially inadequate to meet the applicant's needs because of specific health and/or safety issues.

(G) Wilful Or Negligent Acts: Economic hardship does not include self-created hardships, wilful or negligent acts by the owner, purchase of the property for substantially more than the market value, failure to perform normal maintenance and repairs, failure to diligently solicit and retain tenants, or failure to provide normal tenant improvements. (Ord. 18, Series of 2012)

The applicant or property owner may appeal any decision of, or designation by, the director to the board within thirty (30) days of notice of such decision or designation. The applicant or property owner may appeal any decision of, or designation by, the board to the city council within thirty (30) days of such decision or designation. After notice as provided in section [4-6-22](#) of this chapter, the city council shall hold a public hearing to consider the appeal, and council review shall be limited to whether the board has abused its discretion. The decision of city council shall be a final order subject to appeal in accordance with section [2-2-5](#), "Appeals From Boards And Commissions", of this code. (Ord. 18, Series of 2012)

4-6-19: UNSAFE OR DANGEROUS CONDITIONS EXEMPTED:

Nothing in this section shall be construed to prevent any measures of construction, alteration, removal, or demolition necessary to correct the unsafe or dangerous condition of any structure, other feature, or parts thereof where such condition is declared unsafe or dangerous by the city community development department or fire department and where the proposed measures have been declared necessary by the chief building official to correct the condition, as long as only such work that is absolutely necessary to correct the condition is performed. Any temporary measures may be taken without first obtaining a certificate of historic appropriateness under this chapter, but a certificate is required for permanent alteration, removal, or demolition. (Ord. 18, Series of 2012)

4-6-20: ENFORCEMENT AND PENALTIES:

No person shall violate or permit to be violated any of the requirements of this section or the terms of a certificate of historic appropriateness.

(A) Violations: Violations of this chapter are punishable as provided in section [1-4-1](#) of this code. In addition:

1. Alterations to a designated historic landmark or historic district without an approved certificate of historic appropriateness will result in a one year moratorium on all building permits for the subject property;
2. Moving or demolishing or allowing demolition by neglect of a designated structure without an approved certificate of historic appropriateness will result in a five (5) year moratorium on all moving, demolition, or building permits for the structure and for the property at the structure's original location.
3. In addition to the other remedies provided in this chapter, the city attorney may commence an action at law or equity in any court of competent jurisdiction to enforce the provisions of this chapter. (Ord. 18, Series of 2012)


4-6-21: RESUBMISSION, AMENDMENT AND REVOCATION OF DESIGNATION:

(A) Limitation On Resubmission And Reconsideration Of Proposed Designation: Whenever the city council disapproves a proposed designation, no person shall submit an application that is the same or substantially the same for at least one year from the effective date of the final action on the original proposal.

- (B) Amendment Of Designation: Designation of a historic landmark may be amended to add features or property to the site or district under the procedures prescribed by section [4-6-11](#) of this chapter for initial designations. Whenever a designation has been amended, the department shall promptly notify the owners of the property included therein and shall record the amending ordinance in the real estate record of the county in which the property is located.
- (C) Revocation Of Designation: If a building or special feature on a designated historic landmark site was lawfully removed or demolished, the owner may apply to the board for a revocation of the designation.

The board shall revoke a designated historic landmark if, after following the procedures prescribed by subsection [4-6-14\(D\)](#) of this chapter, it determines that without the demolished building or feature, the site as a whole no longer meets the purposes and standards of section [4-6-9](#) of this chapter and the board's review standards for designation. Revocation of a designation is final. Upon the board's decision to revoke a designation, the director shall cause to be prepared an ordinance including the legal description of the affected property stating notice of the revocation, and schedule the item for city council review as described in subsection [4-6-11\(E\)](#) of this chapter. Upon adoption by the city council, the ordinance shall be recorded in the real estate records of the county in which the property is located. (Ord. 18, Series of 2012)

City of Littleton
Designated Historic Landmarks and Districts
 Current as of January 6, 2016

INDIVIDUAL HISTORIC LANDMARKS			
 Littleton	Address	Historic Name	Date Designated
1	2596 W Alamo Avenue	Leach House	2000
2	5736 S Bemis Street	Quinney Residence	2016
3	5689 S. Bemis Street	Edwin A Bemis Residence	2005
4	2305 W Berry Avenue	Geneva Lodge	1998
5	3986 W Bowles Avenue	Hunter Residence	2009
6	5649 S Curtice Street	Charles Louthan Residence	2006
7	5650 S Curtice Street	Spotswood Residence	2003
8	1609 W Littleton Boulevard	First Presbyterian Church	1997
9	1800 W Littleton Boulevard	Bertolett Residence	2002
10	1860 W Littleton Boulevard	Knight/Wood House	2002
11	2069 W Littleton Boulevard	Arapahoe Cty Courthouse	1998
12	2200 W Main Street	Bega Park	2007
13	2436 W Main Street	Abbott Building	2001
14	2450 W Main Street	Town Hall	1973
15	2489 W Main Street	Coors Building	1993
16	2509 W Main Street	First National Bank	1999
17	2516 W Main Street	Two Potters	1993
18	2569 W Main Street	Batschelet Building	1994
19	2707 W Main Street	Carnegie Library	1973
20	2069 W Powers Avenue	Santa Fe Depot	1973
21	5603 S Prescott Street	Eson/Malcolm Residence	2004
22	5613 S Prescott Street	Saar Residence	2003
23	5503 S Prince Street	Duncan House	1995
24	5790 S Prince Street	Denver/Rio Grande Depot	1973
25	5798 S Rapp Street	Columbine Mill	1994
26	6090 S Windermere Street	Kuehn Residence	2002

City of Littleton
Designated Historic Landmarks and Districts
 Current as of January 6, 2016

LOUTHAN HEIGHTS HISTORIC DISTRICT Nov 5, 2002 Ord #19		
Address	Historic Name	Individual Landmark? Y or N
1 5607 S Louthan Street	Creager/Malcolm/Broadbent	N
2 5608 S Louthan Street	Davies Res	N
3 5617 S Louthan Street	Otte Res	N
4 5618 S Louthan Street	McArther/Ditsch/Higgins Res	N
5 5627 S Louthan Street	Moore Res	N
6 5628 S Louthan Street	Morgan/Kline/Servey Res	N
7 5637 S Louthan Street	Downing Res	N
8 5638 S Louthan Street	Polkinghorn/Thompson Res	N
9 5647 S Louthan Street	Servey/Stevens/Burt Res	N
10 5648 S Louthan Street	Glaister Res	N
11 5657 S Louthan Street	Hinnenkamp/Strong Res	N
12 5658 S Louthan Street	Tedmon Res	N
13 5667 S Louthan Street	Manzer/Arends Res	N
14 5668 S Louthan Street	Hollingshead Res	N
15 5677 S Louthan Street	Potts Res	N
16 5678 S Louthan Street	Tedmon Res	N
17 5687 S Louthan Street	Spratin Res	N

City of Littleton
Designated Historic Landmarks and Districts
 Current as of January 6, 2016

MAIN STREET HISTORIC DISTRICT June 7, 2001, Ord #5			
	Address	Historic Name	Individual Landmark? Y or N
1	2200 W Main Street	Bega Park	Y
2	2299 W Main Street	Sommers Oil Service Station	N
3	2389 W Main Street	Valore Hardware	N
4	2400 W Main Street	Thomas Building	N
5	2498 W Main Street	Van Schaack Building	N
6	2410 W Main Street	Culp/Block Theater	N
7	2436 W Main Street	Abbott Building	Y
8	2449-55 W Main Street	Havener Millinery	N
9	2450 W Main Street	Town Hall	Y
10	2470 W Main Street	Veto Shoe Shop	N
11	2489 W Main Street	Coors Building	Y
12	2490 W Main Street	Crawford Building	N
13	2500 W Main Street	Kauer Building	N
14	2509 W Main Street	First National Bank	N
15	2516 W Main Street	Two Potters	Y
16	2529 W Main Street	Lilley Building	N
17	2569 W Main Street	Batschelet Building	Y
18	2589 W Main Street	Main Street Grill	N
19	2629 W Main Street	Cebuzz Supermarket/Food Giant	N
20	2646 W Main Street	Bill's Café	N
21	2675 W Alamo Avenue	Littleton Creamery	N
22	2670 W Main Street	Blue Ribbon Stables	N
23	2680 W. Main Street	Bussard Motor Co	N
24	2690 W Main Street	Littleton Electric	N
25	2707 W Main Street	Carnegie Library	Y
26	5666-86 S Sycamore Street	Franzen Res/Grocery	N
27	5674 S Prince Street	Vacant lot behind Valore	N
28	5728 S Rapp Street	J.D. General Store	N

City of Littleton
Designated Historic Landmarks and Districts
Current as of January 6, 2016



LANDMARK APPLICATION

PROPERTY AND OWNER INFORMATION

The Littleton Historic Preservation Ordinance provides for the initiation of designation of private and public property as an historic landmark on the verified application of the owner.

(I) (We) _____ as the owner(s) of property located at

do hereby request that the above listed property be reviewed for designation as a Littleton Landmark under the City of Littleton’s Historic Preservation Ordinance.

Signature(s) of owner(s) _____

Permanent Address _____

Telephone Number _____

RECEIVED BY COMMUNITY DEVELOPMENT DEPARTMENT

(To be completed by Community Development Department staff)

Date: _____

Received by: _____

See reverse side for additional information required for a complete application



LANDMARK APPLICATION

HISTORIC BUILDING RECORD AND EVALUATION

Building:

Location:

Vicinity:

Comprehensive Plan Neighborhood: **Sterne Park Neighborhood**

Zoning: **R-3**

Lot and Block Number: **Lots: Lot 14 & S 1/2 Of 13 Block: N/A**

Subdivision: **Comstock's Addition**

Assessor's Schedule Number: **2077-16-3-15-007**

Date or Period:

Style:

Architect:

Builder:

Evaluation:

Original Owner:

Original Use:

Present Owner:

Present Use:

Physical Condition of Structure:

Exterior:

Interior:

Number of Stories:

Number of Rooms:

Construction:



LANDMARK APPLICATION

Foundations:

Exterior Wall:

Roof:

Interior Finish:

Map Reference:

Comments (additions, modifications, restoration):

Notable Features, Historical Significance and Description:

Published Sources (Author, title, pages), interviews, records, etc.	Name, Address and Title of recorder:
	Date of record:



LANDMARK APPLICATION

CHECKLIST OF EVALUATION CRITERIA FOR DESIGNATION

Properties receiving Historic Designations shall be at least forty (40) years old except as otherwise provided herein and possess Architectural, Social, or Geographical/Environmental importance by meeting one or more of the following:

1. Exemplifies specific elements of an architectural style or period;
2. Is an example of the work of an architect or builder who is recognized for expertise nationally, state-wide, regionally, or locally;
3. Demonstrates superior craftsmanship or high artistic value;
4. Represents an innovation in construction, materials or design;
5. Represents a style particularly associated with the Littleton area;
6. Represents a built environment of a group of people in an era of history;
7. Represents a pattern or grouping of elements representing at least one of the above criteria;
8. Has undergone significant historic remodel;
9. Is the site of historic event that had an effect upon society;
10. Exemplifies cultural, political, economic or social heritage of the community;
11. Represents an association with a notable person or the work of a notable person;
12. Represents a typical example/association with a particular ethnic group;
13. Represents a unique example of an event in Littleton's history;
14. Enhances sense of identity of the community;
15. Is an established and familiar natural setting or visual feature of the community?

Properties Previously Listed on the Now-Out-of-Use List of Merit

The now-out-of-use List of Merit was established by the Littleton Historical Preservation Board in April 2002 to highlight those properties identified by the City's 1997 and 2001 historic resources surveys as worthy of preservation. Properties included on this list were those identified in the surveys as eligible, but not designated, for the local, state or the national registers.

Any building on the List of Merit was subject to a 30-day hold on any building permit for new construction, alteration, removal, or demolition. Because of due process concerns with the List of Merit, city council voted to remove the enabling language from Section 4-6 of the City Code; i.e., the Historic Preservation Code. Staff notified property owners that the List of Merit had been deleted and, therefore, their properties had been removed from the List and were no longer subject to the 30-day hold.

PROPERTIES CITYWIDE					
Page 1 of 2					
#	Address		Historic Name	Priority	Contact
1	6698	Acoma	Ficklin Residence		
2	2575	Alamo	People's Congregational Church		
3	2676	Alamo	Barrister Building		
4	5900	Bemis	Edgerton Residence		
5	3986	Bowles	Hunter Residence		
6	4080	Bowles	Johnson Residence		
7	4189	Bowles	C.W. Bowles/Chambers Farm		
8	5622	Cedar	Mumford Residence		
9	5616	Crocker	Hentzell Residence		
10	5675	Crocker	Catherine Palmer Residence		
11	5686	Crocker	Nor-Mar Apartments		
12	5639	Curtice	Stuart/Warfield Residence		
13	5649	Curtice	Louthan Residence		
14	5801	Curtice	Coleman Motors Corporation		
15	5859	Curtice	Maloney Residence		
16	5615	Elmwood	Stephenson Residence		
17	5597	Foresthill	Weingart Residence		
18	6028	Gallup	Fred Bemis Residence		
19	6028	Gallup	Lord Residence		
20	6177	Gallup	Charlotte Gallup Residence		
21	1836	Lake	Ralph Moody/Taylor Ballard		
22	0439	Littleton	Riedel Residence		
23	0800	Littleton	Thomas Residence (Malo Farm)		
24	1890	Littleton	Crysler Residence		
25	1899	Littleton	Harry Nutting Residence		
26	2000	Littleton	Title Guaranty Building		
27	2009	Littleton	Courthouse Building		
28	2100	Littleton	Intermountain Rural Electric		

Properties Previously Listed on the Now-Out-of-Use List of Merit

PROPERTIES CITYWIDE					
Page 2 of 2					
#	Address		Historic Name	Priority	Contact
29	2320	Main	Hunt Building		
30	2359	Main	Palm Theater		
31	2530	Main	O.G Hill Drug Store		
32	2546	Main	Littleton Independent		
33	2550	Main	Kraft Building		
34	2560-64	Main	Dana Downing Grocery		
35	2570	Main	Kalinowski Bakery		
36	2580	Main	Littleton Post Office		
37	2590	Main	Spotswood Bld / Burden Meat		
38	5522	Nevada	Noyes / Dodge Residence		
39	5621	Nevada	Murrell / Prescott Residence		
40	5641	Nevada	Von Wermer Residence		
41	5614-16	Prescott	Pittman Residence		
42	5633	Prescott	Reid / Mackenzie Residence		
43	5634	Prescott	A.J. Valore Residence		
44	5793	Prescott	Egbert Ramsey Residence		
45	5804	Prescott	Waring Residence		
46	5513	Prince	Shellabarger Residence		
47	5583	Prince	Circle Savings and Loan		
48	5753	Prince	Post Office		
49	6155	Prince	Littleton Cemetery		
50	5718	Rapp	Weston Masonic Lodge		
51	5777	Rapp	Little/Holmes Residence		
52	830	Ridge	Jerome Burnett Residence		
53	5239	Rio Grande	Lager-Scott / Regal Plastics		
54	6115	Santa Fe	Country Kitchen		
55	18	Southbridge W	Hirth Residence		
56	5642	Spotswood	Abernatha Residence		
57	6005	Spotswood	Vosper Residence		
58	5612	Sycamore	Buckley Residence		
59	5809	Windermere	Rupert Nutting Residence		
60	5899	Windermere	Hugins Residence		
61	5909	Windermere	Cardinal Residence		
62	5939	Windermere	Grant Fleming Residence		
63	6040	Windermere	Drew Residence		
64	6100	Windermere	Gorman Residence		

Properties Previously Listed on the Now-Out-of-Use List of Merit

ARAPAHO HILLS NATIONAL HISTORIC DISTRICT Added to the National Register of Historic Place August 28, 2012					
#	Address		Historic Name	Priority	Contact
65	3682	Arrowhead			
66	3700	Arrowhead			
67	3750	Arrowhead			
68	3800	Arrowhead			
69	3840	Arrowhead			
70	3850	Arrowhead			
71	3890	Arrowhead			
72	3605	Berry			
73	3895	Berry			
74	3905	Berry			
75	3625	Chimayo			
76	3650	Chimayo			
77	3655	Chimayo			
78	3685	Chimayo			
79	3705	Chimayo			
80	3775	Chimayo			
81	3790	Chimayo			
82	3805	Chimayo			
83	3865	Chimayo			
84	3890	Chimayo			
85	3895	Chimayo			
86	5301	Lowell			
87	5355	Lowell			
88	5375	Lowell			
89	5395	Lowell			
90	5405	Lowell			
91	5425	Lowell			
92	5445	Lowell			
93	5455	Lowell			
94	5465	Lowell			
95	5475	Lowell			
96	5486	Lowell			
97	5370	Manitou			
98	5380	Manitou			
99	5400	Manitou			
100	5405	Manitou			
101	5409	Manitou			
102	5411	Manitou			

Properties Previously Listed on the Now-Out-of-Use List of Merit

ARAPAHO HILLS NATIONAL HISTORIC DISTRICT Added to the National Register of Historic Place August 28, 2012					
#	Address		Historic Name	Priority	Contact
103	5413	Manitou			
104	5415	Manitou			
105	5420	Manitou			
106	5421	Manitou			
107	5427	Manitou			
108	5431	Manitou			
109	5435	Manitou			
110	5440	Manitou			
111	5445	Manitou			
112	5455	Manitou			
113	5460	Manitou			
114	5470	Manitou			
115	5475	Manitou			
116	5480	Manitou			
117	5355	Mohawk			
118	5470	Mohawk			
119	5375	Mohawk			
120	5390	Mohawk			
121	5395	Mohawk			
122	5400	Mohawk			
123	5405	Mohawk			
124	5420	Mohawk			
125	5425	Mohawk			
126	5430	Mohawk			
127	5435	Mohawk			
128	5445	Mohawk			
129	5450	Mohawk			
130	5455	Mohawk			
131	5460	Mohawk			
132	5470	Mohawk			
133	5475	Mohawk			
134	5480	Mohawk			
135	5485	Mohawk			
136	5490	Mohawk			



Littleton



INVITATION

2016 MAIN STREET HISTORIC DISTRICT GRANT PROGRAM

**YOU ARE ENCOURAGED TO TAKE ADVANTAGE OF
FINANCIAL INCENTIVES
AVAILABLE TO
HISTORIC PROPERTIES IN DOWNTOWN LITTLETON**

Littleton City Council and the city's Historical Preservation Board encourage you to take advantage of the local, state, and federal financial incentives available to members of the Main Street Historic District and to individually-designated historic landmarks within Downtown Littleton. Incentives are intended to encourage the restoration and rehabilitation of properties within the district. State and federal incentives include a 25% income tax credit for qualifying restoration and rehabilitation work. The State also provides a revolving loan program with below-market fixed-rate construction and bridge loans for the restoration and rehabilitation of historic properties. Local incentives include parking reductions for new uses and new construction, exemptions from building permit fees for exterior work, exemptions from sales and use taxes related to façade work, exemptions from the lighting code, flexibility with the building code, and access to the grant program.

For 2016, city council has once again allocated \$50,000 to the Grant Program. If your property is currently in the district or is an individual landmark, you are encouraged to apply for grant funds. If your property is not currently in the district, you are encouraged to join the district and qualify for additional grant opportunities. The 2016 grant program is outlined below.

**TAKE ADVANTAGE OF THE
2016 MAIN STREET GRANT PROGRAM**

GRANT PROGRAM OBJECTIVES

1. INCREASING the number of properties in the district
2. EXPANDING the district's economic vitality
3. HELPING to maintain and improve properties in the district

GRANT PROGRAM GOALS

1. INVOLVE the physical preservation, restoration, and enhancement of eligible properties
2. PRESERVE the historic character of the property
3. BE CONDUCTED in accordance with the City's Historic Preservation Code
4. DEMONSTRATE that an effort is being made not only to maintain a historic property in reasonable repair, but also to enhance, reclaim and/or restore historic resources that are threatened by wear, alteration, or neglect

ELIGIBLE PROPERTIES

1. HISTORIC DISTRICT Properties
2. INDIVIDUAL LANDMARKS Downtown that are used for commercial purposes

ELIGIBLE APPLICANTS

1. OWNERS of the subject property or their representative
2. TENANTS of the subject property

ELIGIBLE COSTS AND IMPROVEMENTS FOR ALL PROPERTIES

1. PROFESSIONAL ARCHITECTURAL DESIGN SERVICES relating to exterior façade rehabilitation
2. FAÇADE WORK, such as storefronts, architectural elements, doors and windows, fixtures, and the demolition of non-historic elements
3. MAINTENANCE, such as the maintenance and repair of exterior bricks and walls; surface cleaning, patching and repair of facade walls; restoration, replacement, or repair of windows, doors, cornices, roofs or gutters; masonry work, such as chimney tuck pointing or mortar joint repair; and maintenance of exterior structural elements such as foundations
4. NEW SIGNAGE, including electrical work and light fixtures that meet the objectives, standards, and guidelines of Subarea 5, *Littleton Downtown Design Standards and Guidelines*. Signs also must meet the city's sign code regulations.
5. GRAFFITI REMOVAL from exterior walls
6. RETROACTIVE PROJECT FUNDING for projects that have been issued a building permit within the last 12 months

ELIGIBLE COSTS AND IMPROVEMENTS FOR NEW PROPERTIES

Properties that join the district between April 2015 and April 2016 are eligible to apply for grants that will cover additional costs and improvements:

1. INTERIOR IMPROVEMENTS, including interior structural improvements that will
 - a. help preserve historic architectural features or
 - b. address health, safety and welfare issues

2. EXTENDED RETROACTIVE PROJECT FUNDING for projects that have been issued a building permit within the last 24 months

INELIGIBLE COSTS AND IMPROVEMENTS:

1. ROUTINE OR PERIODIC MAINTENANCE or improvements undertaken due to normal wear and tear that does not affect the historic integrity of the structure
2. SOFT COSTS such as accounting, appraisals, bids, copying, engineering, and interior design; as well as fees such as legal and building permits
3. ACQUISITION COSTS
4. ADDITIONS OR ENLARGEMENTS, except where required by building and safety codes, and including design services for those additions or enlargements
5. SITE WORK, including excavation, grading, paving, and landscaping
6. REPAIRS TO RECENT ADDITIONS, constructed after the property was officially designated
7. OWNER/SELF-LABOR reimbursement
8. NON-HISTORICAL decorative elements
9. SKYLIGHTS that are non-historic
10. SOLAR equipment
11. SECURITY features

GRANT AMOUNTS AND REIMBURSEMENT

1. A TOTAL OF \$50,000 AVAILABLE - City Council allocated \$50,000 for the 2016 grant program. The process is competitive, with funds distributed among the top applicants.
2. MATCHING GRANTS - Grants will be awarded for up to 80% of the project cost.
3. REIMBURSEMENT - Applicants will be reimbursed upon the completion of their projects and the submittal of a completed reimbursement request form, a W-9 for the grantee, final invoice(s) from the contractor(s), cancelled checks indicating payment of the final invoice(s), and photographs showing the completed work. Staff will visit the site to confirm project completion,

SCHEDULE

ONE GRANT ROUND IN 2016¹

- | | |
|-------------|--|
| 1. FEBRUARY | APPLICATIONS DISTRIBUTED TO PROPERTY OWNERS ² |
| 2. MARCH | RECOMMENDED PRE-SUBMITTAL MEETINGS ³ |
| 3. MARCH 28 | COMPLETE APPLICATIONS DUE ⁴ |
| 4. APRIL 18 | FIRST REVIEW MEETING ⁵ |
| 5. MAY 16 | AWARDS DETERMINED AND ANNOUNCED ⁶ |
| 6. MAY 16 | OFFICIAL NOTIFICATION PROVIDED TO APPLICANTS |

¹ Any surplus funds will be carried over into 2017

² Applications will be distributed to property owners within the Opt-In Boundary of the Main Street Historic District and to individual landmark structures Downtown

³ Applicants should call or email Dennis Swain (303-795-3755 or dswain@littletongov.org) to schedule an informational meeting prior to initiating an application. Dennis will provide and explain the application form.

⁴ Applications must be complete prior to their submittal in order to remain in the 2016 grant cycle.

⁵ Applicants or their representative must be at the April 18 meeting to present the project and answer questions from the board. Failure to appear will disqualify the project from consideration.

⁶ Neither applicants nor their representative have to attend the May 16 meeting

REVIEW CRITERIA FOR GRANT APPLICATIONS

The Historical Preservation Board will use its discretion in granting awards using the criteria listed below as a guide. Higher priority criteria are at the top of the list, with the criteria listed in generally descending order. Projects do not need to meet all of the criteria and will be judged relative to the other proposed projects.

CRITERIA

1. Project is well designed and will have a significant positive visual impact on the historic character of the district
2. Project includes restoration of the architectural details and materials on a historic building façade,
3. Project will provide permanent, rather than removable, elements. Examples of removable elements include signs, canopies, and fixtures.
4. Property has been added to the district in the last 12 months
5. Property has not previously received grant funding
6. Project includes architectural design assistance

The board will give negative consideration to any applicant who previously received funding and did not complete the project within the approved time frame for project completion. Applicants in those cases will be asked to assure the board that the proposed project will be completed.

DESIGN AND CONSTRUCTION REVIEW

Being awarded a grant does not substitute for other city review and permit processes. All funded projects remain subject to the COA (Certificate of Historic Appropriateness), building permit, and all other applicable city review processes.

PROJECT COMPLETION DEADLINE

Projects are to be completed within twelve (12) month of the award. Extensions may be approved by the board when there are compelling circumstances.

REIMBURSEMENT OF FUNDS

1. **REIMBURSEMENT AFTER PROJECT COMPLETION** - Projects awarded grant funding are reimbursed after the entire project, as approved, has been completed and reviewed by the city to ensure compliance with the approved grant project and any certificate of appropriateness (COA) that was approved in conjunction with the work.
2. **REIMBURSEMENT AFTER BILLS ARE PAID IN FULL** – Grantees seeking reimbursement must provide a completed reimbursement request form, a W-9 for the grantee, final invoice(s) from the contractor(s), cancelled checks indicating payment of the final invoice(s), and photographs showing the completed work. Staff will visit the site to confirm project completion,

GET STARTED

PREPARE THE APPLICATION

- 1) Schedule a pre-submittal meeting with Dennis Swain, the city's historic preservation planner. City staff will look forward to working with you throughout the application process.
- 2) Complete the items, below, and submit the material as a single packet.

SUBMIT A COMPLETE APPLICATION PACKET

- 1) A completed application form
- 2) A more detailed written and visual description of the proposed work
- 3) Pictures of the existing building and the areas where work is to be completed
- 4) The proposed budget and three contractors bids
- 5) The proposed time frame for completion of the project
- 6) For façade work, a description of elements to be restored or replaced