



# City of Littleton

Littleton Center  
2255 West Berry Avenue  
Littleton, CO 80120

## Meeting Agenda Historical Preservation Board

---

Wednesday, January 20, 2016

7:00 PM

Community Room

---

### Study Session

#### **1. Study Session Topics**

- a) Joint Meeting With HLI (Historic Littleton, Inc.)

**Attachments:**

Joint Meeting HPB & HLI - Draft

Resources and Contacts - Draft

A Property Owner's Guide to Historic Designation - draft

- b) Historic Littleton, Inc. Update

- c) 2016 Main Street Historic District Grant Program

- d) Project Updates

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.



# City of Littleton

Littleton Center  
2255 West Berry Avenue  
Littleton, CO 80120

## Staff Communication

---

**File #:** ID# 16-09, **Version:** 1

---

# Historical Preservation Board (HPB) and Historic Littleton, Inc (HLI)

## Joint Meeting Agenda

Date: TBD

1. Introductions
2. Strategy to add properties to the list of individual landmarks
  - Background
    - Review section of the historic preservation code regarding landmarks
    - Review current individual landmarks
  - Identify potential new landmarks
    - Review old List of Merit
    - Identify homes that HPB or HLI members have contacts
  - Prioritize potential landmarks
    - Assign responsibilities for contacting owners regarding their level of interest in designation
    - HLI to assist owners with applications and presentations
    - HPB reviews the applications and recommends to city council
  - Review Property Owner's Guide
  - Cover letter to homeowner
    - Written by HLI ?
    - Signed by HLI and HPB
  - Follow up
  - Next Steps
3. Historic Preservation Awards
4. Topics for community lectures, sponsored by HLI, at the Museum
5. City of Littleton website – great information!!!
  - [www.littletongov.org](http://www.littletongov.org)
    - Departments – Community Development – Historical Preservation
    - Community – About Littleton – Littleton History
6. Wrap Up

## RESOURCES

Historic Littleton's Preservation Hotline ???

Contractor Resource List - Managed by HLI ???

National Parks Service Preservation Briefs

For detailed information on how to successfully preserve, restore or rehabilitate your home, the National Parks' Preservation Briefs are invaluable. Topics include how to properly clean masonry, repair windows, and dispose of lead paint. The preservation briefs are free and available at [nps.gov/history](http://nps.gov/history)

Secretary of Interior's Standards

Initially created to determine the appropriate method of preservation, rehabilitation and restoration for projects benefiting from Federal Tax Incentives, the Standards are now widely used by homeowners and city municipalities for guidance. The guidelines are available at [nps.gov/history](http://nps.gov/history)

Historic Research at the Littleton Museum

The Littleton Museum is a great resource for researching your building and has an extensive database of historic images. Located at 6028 S. Gallup Street, Littleton, CO 80120. [Littletongov.org](http://Littletongov.org)

## CONTACTS

City of Littleton Community Development

2255 W. Berry Avenue, Littleton, CO 80120 303-795-3748 [Littletongov.org](http://Littletongov.org)

Historic Littleton, Inc.

A private non-profit that advocates for preservation in the Littleton area [Hlinc.org](http://Hlinc.org)

Colorado Historical Society

A non-profit and state agency committed to collecting, preserving, and interpreting Colorado's history 303-866-3682 or [coloradohistory.org](http://coloradohistory.org)

National Trust for Historic Preservation

A non-profit organization dedicated to helping people protect, enhance, and enjoy places that matter to them 202-588-6000 or 800-944-6847 or [preservationnation.org](http://preservationnation.org)

# SEEKING HISTORIC PRESERVATION LANDMARK STATUS

## A PROPERTY OWNER'S GUIDE TO SUCCESS

### WHY SEEK HISTORIC LANDMARK DESIGNATION FOR YOUR PROPERTY?

By purchasing a potentially historic property, you already have exhibited a sense and appreciation of history and place. You have lovingly taken care of your property, or intend to restore it to its former glory. Historic landmark status is official recognition that your property has special historical, architectural, or geographical significance and is an important part of Littleton's history. Other benefits of landmark designation include:

1. Landmark status helps protect the character of your property for future generations;
2. Designation makes your house eligible for a 100% refund of your annual City of Littleton property taxes
3. Landmark status provides flexibility with the city's building code
4. The Historical Preservation Board presents owners of historic landmarks with a bronze plaque identifying their property as a historic landmark;
5. In some cases, owners may be eligible for federal tax credits or state tax credits, incentives that encourage rehabilitation and reinvestment in historic buildings.

### WHAT ARE THE CRITERIA FOR HISTORIC LANDMARK DESIGNATION?

The criteria for obtaining landmark status are set forth in the Historic Preservation Code, Section 4-6-8. Properties shall be at least forty years old and possess architectural, social, or geographical/environmental importance by meeting one of more of the following criteria:

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. Demonstrates 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 of or 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; or
15. Is an established and familiar natural setting or visual feature of the community.

### WHAT IS THE PROCESS FOR LANDMARK DESIGNATION?

The procedures for obtaining landmark designation for your property are set forth in Section 4-6-9 of the Historic Preservation Code. Either the Historical Preservation Board (HPB), City Council, or the owner may nominate a property by completing an application obtained from the Littleton Community Development Department. Once the application is complete, the

Historical Preservation Board will hold a public hearing to gather the information necessary to determine if the house meets the criteria for designation. If the HP Board approves the application, they will make a recommendation to City Council. City Council will then hold a public hearing. If City Council approves the application, then the historic designation will be recorded in the real estate records of the county in which the property is located. Historic designation runs with the property, rather than with an applicant, and is permanent. (HP Code Section 4-6-11(G)).

#### WHAT ARE THE RESPONSIBILITIES AND OBLIGATIONS OF DESIGNATION?

In addition to the incentives listed above, there are also obligations that accompany landmark designation, as set forth in the Historic Preservation Code, Section 4-6-13. The most significant obligation is a higher level of design review for alterations to the exterior of landmarks structures. Living in a designated landmark, however, doesn't mean you're prohibited from updating the exterior of your home. Acceptable projects include compatible additions, alterations, rehabilitation, and restoration. Proposed projects are reviewed in light of applicable design standards and guidelines. The primary obligation of property owners is that they must submit and receive approval of what is called a certificate of historic appropriateness (COA) for their planned improvements before permits can be issued for altering the exterior of a designated property.. Less significant, and less visible, projects often can be approved by city staff, while larger, and more visible, projects must be reviewed and approved by the Historical Preservation Board. Additionally, owners of designated landmarks must maintain their properties and otherwise prevent or mitigate deterioration of the structure

#### WHAT RESOURCES ARE AVAILABLE?

For anyone wishing to apply for landmark designation of their property, the best way to access resources is to contact the Community Development Department at 303 795-3748. You may also want to check out the historic preservation pages on the city's website, [.littletongov.org](http://littletongov.org).