

## **Jefferson County Landmark Program Guidelines**

### **I. Statement of Purpose**

- A. The purpose of the Jefferson County Historic Landmark Program is to benefit historic preservation in Jefferson County by:
1. Supporting the general mission of the Jefferson County Historical Commission (JCHC) and the specific goals of the Commission;
  2. Providing for public recognition of the County's cultural, historic, archaeological, and prehistoric sites, buildings, and structures;
  3. Offering a system for the public and/or property owners in Jefferson County to have sites, buildings, structures, or features designated as historically significant;
  4. Providing opportunities for public education and participation in, and appreciation of, Jefferson County's unique heritage;
  5. Fostering civic pride in the accomplishments of the past as reflected in the County's historic resources;
  6. Enhancing the value of those designated sites, buildings, structures, and features;
  7. Attracting tourists and the general public to historic resources within the County;
  8. Supporting the stabilization, restoration, and rehabilitation of designated sites, buildings, structures, or features; and
  9. Promoting and recognizing preservation of the integrity of historic resources.
- B. It is the intent of the JCHC to provide a mechanism whereby landmarks in Jefferson County, identified by the JCHC as having historical or architectural significance, may be preserved.

### **II. Definitions**

**Alteration** - any act or process that changes one or more architectural features of a designated landmark or one or more physical features of a designated landmark

**Archaeological** - any material remains of past human life or activities, including artifacts, objects, features, or structural remains

**Architectural Feature** - the make, form, or appearance of the landmark, including, but not limited to, the color, kind, and texture of building materials, and the type, design, and character of windows, doors, and appurtenances

**Commission** - a commission appointed by the Board of County Commissioner's of Jefferson County, Colorado, whose mission is to inspire, encourage, and coordinate historical activities in the County; also referred to as Jefferson County Historical Commission (JCHC)

**Committee** – the Landmark Designation Committee established pursuant to these policies as a standing committee of the Jefferson County Historical Commission

**Compatible** - to be consistent with, harmonious with, and/or enhancing the mixture or complimentary architectural styles either of the architecture of an individual structure or the character of the surrounding structures

**Contributing** - building, site, structure or object which adds to the historic associations, architectural qualities, or archeological values for which a property or district is significant

**Cultural Resources** - historic structures, collections and archives, items, objects, cultural landscapes, archaeological sites, ethnographic resources, and traditional cultural properties

**Exterior** - when applied to an architectural feature, means the architectural style, design, general arrangement and components of all the outer surfaces of a structure or improvement, including, but not limited to the color, texture, materials, type and style of all windows, doors, lights, signs and other fixtures appurtenant to the structure or improvement

**Historic Context** - a unit created for planning purposes that group's information about historic properties based on a shared theme, specific time period and geographical area

**Historic District** - a significant concentration, linkage, or continuity of sites, buildings, structures, or objects united historically or aesthetically by plan, physical development, or boundary area

**Historic Property** - a district, site, building, structure or object significant in American history, architecture, engineering, archeology or culture at the national, state, or local level

**Improvement** - means any building, structure, place, work of art or other object constituting a physical betterment of real property or any part of such betterment

**Integrity** - the authenticity of a property's historic identity, evidenced by the survival of physical characteristics that existed during the property's historic or prehistoric period (refer to the Appendix for further definition of integrity)

**Landmark** - significant historic place located in Jefferson County and designated by JCHC because it meets the criteria as defined in the Landmark Program

**Non-Contributing** - building, site, structure or object which does not add to the historic associations, architectural qualities, or archeological values for which a property or district is significant

**Owner** - means all persons who have a record ownership interest in a specific parcel of property

**Prehistoric** - pertaining to the period of time prior to written histories by Euro-American entrants to the U.S.; in the Southwest, the date applies to Coronado's expedition in 1540-1541

**Preservation** - the act or process of applying measures necessary to sustain the existing form, integrity, and materials of an historic property. Work, including preliminary measures to protect and stabilize the property, generally focuses upon the ongoing maintenance and repair of historic materials and features rather than extensive replacement and new construction. New exterior additions are not within the scope of this treatment; however, the limited and sensitive upgrading of mechanical, electrical, and plumbing systems and other code-required work to make properties functional is appropriate within a preservation project (refer to the Appendix for the Secretary of Interior Guidelines for Rehabilitation)

**Property** - the real property and any and all improvements, structures, objects or more of art situated on it

**Reconstruction** - the act or process of depicting, by means of new construction, the form, features, and detailing of a non-surviving site, landscape, building, structure, or object for the purpose of replicating its appearance at a specific period of time and in its historic location

**Rehabilitation** - the retention and repair of historic materials with attention to the preservation of those materials, features, finishes, spaces, and spatial relationships that, together, give a property its historic character

**Restoration** - the act or process of accurately depicting the form, features, and character of a property as it appeared at a particular period of time by means of the removal of features from other periods in its history and reconstruction of missing features from the restoration period. The limited and sensitive upgrading of mechanical, electrical, and plumbing systems and other code-required work to make properties functional is appropriate within a restoration project

**Site** - the location of past or present human occupation, activity, event, building, or structure

**Stabilization** - correcting deficiencies to slow down the deterioration of the building including bracing or reinforcing weakened structural members that might fail altogether in the forthcoming years. Removing and discouraging insects and other pests from returning, and protecting the building from moisture damage both by weatherizing the exterior envelope and by handling water run-off on the site

**Structure** - means anything which is constructed or erected, and the use of which requires more or less permanent location on the ground or attachment to something having permanent location on the ground; an edifice or a building of any kind

### III. Designation of Historic Landmarks and/or Districts

#### A. Authorization to Designate

1. The JCHC may, by motion, designate sites, buildings, structures or objects as Historic Landmarks or Districts
2. A *Certificate of Designation* will be issued to the property owner(s) for each designated Historic Landmark or District.
3. Each Designation motion and *Certificate of Designation* must include:
  - a) A description of the characteristics of the site, building, structure or object that justifies its designation;
  - b) In the case of a historic district, identification of contributing and non-contributing features, and
  - c) A legal description of the location and boundaries of the historic landmark or district.
4. The sites, buildings, structures and objects included in any such designation shall be subject to the criteria set forth in this program and shall be eligible for incentive programs as determined in the future.

#### B. Property Owner Consent

1. Historic Landmark Designation
  - a) No site, building, structure or object may be reviewed by the Landmark Designation Committee (LDC), or designated by the JCHC as a Historic Landmark, without the express, written and notarized consent of the property owner(s).
  - b) This written consent must be incorporated in the records of the *Certificate of Designation* of the JCHC.
2. Historic District Designation
  - a) No group or sites, buildings, structures and/or objects may be reviewed by the LDC, nor designated by the JCHC as a Historic District, without express, written

consent of 50% of the participating property owners. The number of participating property owners must be determined by allocating one vote per property within the proposed district boundary.

- b) The allocation of votes and written consents and objections must be incorporated into the records of the *Certificate of Designation* of the JCHC.

### C. Landmark Designation Committee Procedures for Designation

#### 1. Nominations for Designation

- a) A nomination for designation of a Historic Landmark or District may be made by the LDC, by a property owner or group of property owners of a proposed Historic Landmark or District, or by any Jefferson County citizen.
- b) Such nomination must be written, signed, dated and notarized on a form as provided by the LDC.
- c) At a minimum, each nomination must include the information described in sections III.A.3. and III.B.1. or 2. above.

#### 2. Open Meetings to Consider Nominations for Designation

- a) The LDC shall hold open meetings to review nominations.
- b) Special open meetings may be called by the chairperson of the LDC, or by a minimum of three (3) members of the LDC.
- c) Complete nomination forms must be submitted to the LDC liaison within the Planning and Zoning Department of Jefferson County no less than thirty (30) days prior to the scheduled open meetings. Exceptions to the thirty day requirement may be made by the LDC chairperson in consultation with the Planning and Zoning Department liaison.
- d) Notice of the time, date, place and agenda of each open meeting shall be posted on the Planning and Zoning website and shall be available at the Administration and Courts building, 100 Jefferson County Parkway, Golden, Colorado, at least thirty (30) days in advance of the hearing.
- e) Prior to each LDC open meeting, the Planning and Zoning liaison shall review each nomination for conformance with the criteria in this program.
- f) An open meeting may be continued as deemed necessary by the LDC.

#### 3. Decisions of the Landmark Designation Committee Open Meetings

- a) The LDC shall approve, modify and approve, or disapprove each nomination.
- b) If approved or modified and approved, such nominations shall be forwarded with a written report and recommendation within thirty (30) days to the JCHC for motion and issuance of a *Certificate of Designation*.
- c) At a minimum, the LDC recommendations must include the information required in sections III.A.3. and III.B.1. or 2. and a statement that a favorable nomination meets the criteria of this program.

### D. JCHC Designation Motion Procedures

#### 1. Open Meetings on Proposed Designation

- a) Within thirty (30) days after the date of any referral from the LDC, unless otherwise agreed by the JCHC and the property owner(s) of the proposed designation, the JCHC shall place the referral of the proposed property on its regular meeting agenda for a motion.
- b) The property shall be posted on the website to indicate that a Historic Landmark or District designation is being considered by the JCHC.

#### 2. After the completion of the open meeting, unless otherwise agreed by the JCHC and the property owner(s) of the proposed designation, the JCHC shall approve,

modify and approve, or disapprove the proposed Historic Landmark or District designation.

3. When the Historic Landmark or District designation has been approved or modified and approved by the JCHC, the JCHC shall notify the LDC, the Planning and Zoning Department and the property owner(s) of the designated Historic Landmark or District.
4. Upon notification of designation, a copy of the Historic Landmark or District Certificate of Designation must be provided to the property owner(s) and must be entered in the records of the JCHC.

1. An applicant for Historic Landmark or District designation may appeal any decision of the LDC to the JCHC by filing a written notice of appeal with the JCHC.
2. Any appeal must be filed within sixty (60) days of the LDC's written notice.
3. The JCHC shall hold an open meeting on an appeal of the LDC's decision within thirty (30) days of receipt of any notice of appeal.
4. Notice of the time, date, place and agenda of each open meeting shall be on the website, and shall be available at the Administration and Courts building, 100 Jefferson County Parkway, Golden, Colorado thirty (30) days in advance of the hearing.

#### **IV. Criteria for Historic Landmark/Historic District Designation**

In order to designate a site, building, structure, or object as a Historic Landmark or a Historic District, it should be 50 or more years old and have integrity. If the property is less than 50 years old and has exceptional significance it may also be considered.

A. A Historic Landmark must meet one or more of the following criteria:

1. It possesses special historic, architectural, cultural, political, social or archaeological significance as part of the heritage of Jefferson County;
2. The structure or building represents distinctive characteristics of a type, period or type of construction, or use of materials;
3. It represents the work or craftsmanship of a master designer, architect or builder who is locally, regionally or nationally recognized;
4. It is associated with or is the location of a significant local, state, or national historic event;
5. It is associated with the lives of people who have made significant historical contributions either on a local, regional or national level;
6. It has or may yield important archaeological, environmental, or geographical information that enriches our understanding of history in Jefferson County;
7. It is significant as the only or one of a few remaining examples of an architectural style or use, or it represents historically or culturally a style of life in the past; (Examples: a stage coach stop and/or buildings, or a one-room rural school house)
8. It has a unique location, natural setting or physical characteristics that establish it as a familiar or recognizable visual feature to the area;
9. It is associated with an antiquated use resulting from technological or social change; (Examples: mining, bridges, wagon or stagecoach roads, railway beds, hitching posts, etc.)
10. It is a monument, birthplace, cemetery or grave of a historic person or people representing a particular time or event in our history or culture, and
11. It has already been designated on the National Register of Historic Places or the State Register of Historic Properties.

#### **V. Landmark Designation Committee**

The provisions of this Landmark Program are to be carried out by the Landmark Designation Committee. The Landmark Designation Committee is to be created by and administered within the JCHC as follows:

A. Landmark Designation Committee Membership

1. The voting membership of the LDC shall consist of five (5) regular members, selected by a 2/3 majority vote of the JCHC.
2. A minimum of 40% (or two) of the regular LDC members must be professionals in any of the following or related disciplines:
  - a) Historic Preservation History
  - b) Historic or Prehistoric Archaeology
  - c) Architectural History
  - d) Architecture
  - e) Historic Architecture
  - f) Real Estate
  - g) Planning
3. The non-voting LDC members shall be one (1) alternate, who shall have voting privileges during the absence of a regular LDC member, as required to meet a five-member quorum. Alternate LDC members shall be selected by process similar to selection of regular LDC members.
4. All LDC members must be sitting members of the JCHC.

B. Terms and Vacancies

1. The term of office for regular LDC members shall be three (3) years.
2. There shall be no limit to the number of terms an individual may serve.

C. LDC Chairperson

1. Shall be elected annually by all six (6) LDC Members;
2. Chairperson must be a regular member;
3. Chairperson is limited to two consecutive years, and
4. A vice-chairperson must be elected to serve as chairperson in the absence of the chairperson. The vice-chairperson must be a regular member.

D. Powers and Duties

The LDC is hereby granted the following powers and duties:

1. To review all sites, buildings, districts, structures, and objects nominated for designation as Historic Landmarks and/or Districts, and to recommend that the JCHC designate by motion any resources which qualify for such designation, as outlined in section II;
2. To periodically review criteria for Historic Landmark and District designation and, as needed make recommendations for any revisions to the JCHC;
3. Make recommendations for Historic Landmark or District alterations or demolition as outlined in section VI;
4. To periodically review criteria guidelines for Historic Landmark and District alterations make recommendations for any revisions to the JCHC;
5. To review and make determinations and recommendations on any notice for moving or demolishing a designated historic landmark, and
6. To periodically review the provisions of this program, and as needed, make recommendations for any revisions to the JCHC.

**VI. Historic Landmark and District Alteration or Demolition**

- A. New construction, exterior alteration, relocation, demolition or partial demolition to a designated Historic Landmark or District can permanently affect the historic integrity of that Landmark or District.
- B. Property owners of Historic Landmarks and of property within Historic Districts are encouraged to consult with the LDC prior to undertaking any new construction, exterior alteration, relocation or demolition. The LDC can provide guidance and resources with respect to appropriate alterations that will preserve historic integrity and allow a property to remain designated, and may also be able to assist with alternatives to demolition (i.e. relocation or purchase), or at the very least conduct documentation of a property prior to demolition so that historic information will not be lost.
- C. The Jefferson County Planning and Zoning Department shall maintain a current record of all Historic Landmarks and Districts and shall cross-reference this list against all pending permit applications.
- D. Historic Landmarks
  - 1. If the Planning and Zoning Department receives any application for a permit to carry out any new construction, exterior alteration, relocation, or demolition on a Historic Landmark, the Planning and Zoning Department shall encourage the property owner to consult in advance with the LDC. Written notice will be provided by the Planning and Zoning Department to the LDC at the time of any application and/or permit issue.
    - a) An owner of property designated as a Historic Landmark may request immediate consultation with the LDC for technical assistance.
- E. Historic Districts
  - 1. If the Planning and Zoning Department receives any application for a permit to carry out new construction, exterior alteration, relocation or demolition on or related to a component of a Historic District, the Planning and Zoning Department shall encourage the property owner to consult in advance with the LDC. Written notice will be provided by the Planning and Zoning Department to the LDC at the time of any application and/or permit issue.
  - 2. When the permit notice is forwarded to the LDC, the effected property will be identified as a Contributing or Non-contributing Feature.
    - a) An owner of property within a designated Historic District may request immediate consultation with the LDC for technical assistance.

## **VII. Rescinding a Historic Landmark or District Designation**

If the Historic Landmark or District has been changed so that it is no longer historically significant, then the historic designation may be amended or rescinded in the same manner that it originated.

## **VIII. APPENDIX A**

### **How to Evaluate the Integrity of a Property**

Integrity is the ability of a property to convey its significance. To be listed in the State Register of Historic Properties, a property must not only be shown to be significant under the State Register criteria, but it also must have integrity. The evaluation of integrity is sometimes a subjective judgment, but it must always be grounded in an understanding of a property's physical features and how they relate to its significance.

Historic properties either retain integrity (that is, convey their significance) or they do not. Within the concept of integrity, the State Register criterion recognizes seven aspects or qualities that, in various combinations define integrity.

To retain historic integrity a property will always possess several, and usually most, of the aspects. The retention of specific aspects of integrity is paramount for a property to convey its significance. Determining which of those aspects are most important to a particular property requires knowing why, where, and when the property is significant. The following defines the seven aspects and explains how they combine to produce integrity.

### **SEVEN ASPECTS OF INTEGRITY**

**LOCATION** – Location is the place where the historic property was constructed or the place where the historic event occurred.

**DESIGN** – Design is the combination of elements that create the form, plan, space, structure, and style of the property.

**SETTING** – Setting is the physical environment of a historic property.

**MATERIALS** – Materials are the physical elements that were combined or deposited during a particular period of time and in a particular pattern or configuration to form a historic property.

**WORKMANSHIP** – Workmanship is the physical evidence of the crafts of a particular culture or people during any given period in history or prehistory.

**FEELING** – Feeling is a property's expression of the aesthetic or historic sense of a particular period of time.

**ASSOCIATION** – Association is the direct link between an important historic event or person and a historic property.

### **ASSESSING INTEGRITY IN PROPERTIES**

*This information is from the National Register bulletin #15, "How to Apply the National Register Criteria for Evaluation"*

Integrity is based on significance: why, where, and when a property is important. Only after significance is fully established can you proceed to the issue of integrity.

The steps in assessing integrity are:

- a) Define the essential physical features that must be present for a property to represent its significance.
- b) Determine whether the essential physical features are visible enough to convey their significance.
- c) Determine whether the property needs to be compared with similar properties.
- d) Determine, based on the significance and essential physical features, which aspects of integrity are particularly vital to the property being nominated and if they are present.

Ultimately, the question of integrity is answered by whether or not the property retains the identity for which it is significant.

### **Standards for Rehabilitation**

*This information is from the "Secretary of Interior's Standards for Rehabilitation" through the National Park Service*

- A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships.
- The historic character of a property will be retained and preserved. The removal of distinctive materials or alterations of features, spaces, and spatial relationships that

characterize a property will be avoided.

- Each property will be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, will not be undertaken.
- Changes to a property that have acquired historic significance in their own right will be retained and preserved.
- Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
- Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture, and where possible, materials.
- Replacement of missing features will be substantiated by documentary and physical evidence.
- Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
- Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
- New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property.
- The new work shall be differentiated from the old and will be compatible with the historic materials, features, size, and scale, proportion, and massing to protect the integrity of the property and its environment.
- New additions and adjacent or related new construction will be undertaken in a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.