

15.64.200 - Approval for new construction and alterations to non-Landmarked properties, Craig and Gould neighborhood.

- A. Applicability. To ensure that new structures and Alterations to non-Landmarked properties within the Craig and Gould Neighborhood are Compatible with existing character, the Historic Preservation Board shall conduct a mandatory and enforceable design review for all such new construction and Alterations. This includes all exterior alterations that require a building permit and/or any alterations that affect the character-defining features of the structure, including but not limited to windows, doors, siding and porches.
- B. Application required. Prior to any new construction or Alteration to a non-Landmarked structure within the Craig and Gould Neighborhood, a property owner must submit an application to the Department. The application shall be submitted at least 45 days in advance of the next regularly scheduled Board meeting. Staff may require a site plan showing the location of the proposed or existing structure, including setbacks, building dimensions, driveways and landscape areas, as well as building elevations showing architectural elements of the structure.
- C. Criteria to review new construction and alterations to non-landmarked properties. Applications for new construction and alterations to non-landmarked properties within the Craig and Gould Neighborhood shall be reviewed for conformance with the applicable standards outlined in the:
 - 1. F.R.E.S.H. standards in the Castle Rock Historic Preservation Plan; and
 - 2. The Secretary of Interior's Standards for Rehabilitation.

Guidance documents, such as Castle Rock Style (1996) and Castle Rock Design (2003), as amended from time to time, may be used as guidelines and aid in such review; provided, however, that, in the event of a conflict between the provisions of this chapter and the guidance documents, this chapter shall control.

- D. Administrative review. If the project is determined to be minor, staff may exempt the application from the provisions of this Section. A minor project may involve the change of a single feature or the replacement or repair of a feature that does not change the visual appearance of the structure. In such case, Department staff shall notify the building official who shall issue a permit to the applicant.
- E. Board proceedings.
 - 1. Notice. Notice of time, date and place of the public hearing and a brief summary of explanation of the subject matter of the hearing shall be posted on the property in a manner visible from all adjacent public rights-of-way at least ten days prior to the hearing. The Town shall be responsible for accomplishing the public notice.
 - 2.

Public hearing and Board decision. Within forty-five days of receiving a complete application, the Board shall hold a public hearing on the application. The applicant and the public shall have reasonable opportunity to express their opinions regarding the application for new construction or Alteration to a non-Landmarked property. The Board shall review the proposed new construction or Alteration for conformance with the review criteria set forth in Subsection C. The Board shall review the standards in a reasonable manner, taking into consideration economic and technical feasibility. At the hearing, the Board may approve, approve with conditions, or deny the proposed new construction or Alteration. In the case of denial, the Board shall state the reasons therefor in a written statement and make recommendations in regard to the appropriateness of design, arrangement, texture, material and color.

3. Staff will be allowed discretion over minor modifications to the Board approval deemed necessary during the construction phase of the project as long as such modifications do not dramatically change the visual appearance of the structure.

F. Appeal of Board decisions. Within 21 days of the Board's decision regarding new construction and Alterations to non-Landmarked properties, an applicant may appeal any decision of the Board to the Town Council by filing a written notice of appeal with the Department within 21 days of the Board's decision.

1. Notice. Notice of time, date and place of the public hearing and a brief summary of explanation of the subject matter of the hearing shall be posted on the property in a manner visible from all adjacent public rights-of-way at least 10 days prior to the hearing. The Town shall be responsible for accomplishing the public notice.
2. Council meeting and decision. Within 60 days after the appeal is filed, the Council shall hold a public meeting on the matter. The applicant and the public shall have reasonable opportunity to express their opinions on the application. The Council shall consider the written findings and conclusions of the Board, whether the proposed new construction or Alteration to a non-Landmarked property conforms to the review criteria set forth in Subsection C, and shall approve, approve with conditions or modifications, or disapprove the application.

(Ord. No. 2022-013, § 1, 7-5-2022; Ord. No. 2015-06, § 2, 2-17-2015; Ord. 2012-16 §1, 2012)