



Meeting Date: May 18, 2021

AGENDA MEMORANDUM

To: Honorable Mayor and Members of Town Council

Through: David L. Corliss, Town Manager

From: Tara Vargish, PE, Director, Development Services
Julie Kirkpatrick, PLA, ASLA, Long Range Project Manager

Title: **An Ordinance Amending the Castle Rock Municipal Code Regarding Historic Preservation Board Membership Adding a Non-Voting Liaison**

Executive Summary

Town Council directed staff to provide an ordinance for consideration regarding adding a non-voting liaison to the Historic Preservation Board. The liaison would represent the Castle Rock Historical Society and Museum Board, as nominated by the Historical Society.

Background

Historic Preservation Board Membership

Per CRMC 15.64.030, the Historic Preservation Board consists of seven members, all of whom the Town Council appoints. Membership preference is given to professionals with expertise in historic preservation and to Craig and Gould property owners. All board members must be residents of Douglas County with preference given to Town of Castle Rock residents. All seven members have a vote, and the Board votes on one member to serve as a Chair and a Vice-Chair, which is similar to all other boards and commissions within the Town. Other than Town Council liaisons and staff liaisons to each board and commission, the only board which specifically allows a non-voting, or ex officio, member is the Board of Building Appeals. The Chief Building Official serves as the ex officio member, similar to a board secretary, to the Board of Building Appeals.

Castle Rock Historical Society and Museum Board

The Castle Rock Historical Society formed in 1991, with the mission, "To operate the Castle Rock Museum, celebrate, educate, and bring together people interested in the preservation of the heritage of the Castle Rock Colorado area." The board currently has seven members. Please see **Attachment B** regarding the Castle Rock Historical Society and Museum's support for this ordinance.

Discussion

Historic Preservation Board and Castle Rock Historical Society and Museum Board Collaboration

The Town's Historic Preservation Board works closely with the Castle Rock Historical Society and Museum staff, most notably on events to promote Historic Preservation Month in May of each year. Town staff also assists the Museum in printing walking tour brochures, which the Museum distributes to the general public and to students during school field trips. In recent years, the Historic Preservation Board's interaction has been with Angie DeLeo, Director of the Castle Rock Museum. For example, the Historic Preservation Board, Castle Rock Historical Society and Museum, the Downtown Alliance, and Town staff have all joined forces to create more events to engage the public, including a downtown scavenger hunt for the month of May, for this year's Historic Preservation Month. In past years, the Historic Preservation Board and the Castle Rock Historical Society and Museum worked with the Public Art Commission to commission a watercolor by a local artist of the Museum, which is the relocated Denver and Rio Grande Depot. The watercolor was then made into postcards to be sold at the Museum.

Analysis

Appointment of Liaison

The CRMC states that, upon recommendation, the Town Council appoints all Boards and Commissions members. All members serve at the pleasure of the Town Council for terms as specified in the CRMC for each board or commission. The members also agree to abide by the designated board or commission by-laws.

Analysis: There has been a desire to foster a stronger, more collaborative relationship between the two boards. The ordinance as proposed retains Town Council's ability to appoint a liaison to the Historic Preservation Board rather than the Castle Rock Historical Society and Museum appointing a representative to the Historic Preservation Board. The ordinance also specifies that the liaison is specifically representing the Castle Rock Historical Society and Museum Board.

Recommendation

The Historic Preservation Board recommended that Town Council approve this ordinance with a vote of 5-0 at their May 5, 2021 meeting.

Proposed Motion

"I move to approve the Ordinance, as introduced by title."

Attachments

Attachment A: Ordinance

Attachment B: Castle Rock Historical Society & Museum letter of support

T:\Development Review\Historic Preservation\HP Board Ord liaison member