

15.64.030 - Historic Preservation Board established.

There is hereby created a Historic Preservation Board, referred to in this Chapter as the "Board," which shall have principal responsibility for matters of historic preservation.

- A. Membership. The Board shall consist of seven (7) voting members providing a balanced, community-wide representation and one (1) non-voting liaison. The Castle Rock Historical Society and Museum Board may provide Town Council with a recommendation for the liaison. The liaison shall be affiliated with the Castle Rock Historical Society and Museum Board. All members shall be residents of Douglas County, with preference given to Town of Castle Rock residents. The Board shall be composed of both professional and lay members, all of whom have demonstrated interest, knowledge or training in fields closely related to historic preservation. At least three (3) members shall be professionals or shall have extensive expertise in a preservation-related discipline, including but not limited to history, architecture, planning or archaeology. If the required number of professional members cannot be found to serve on the Board, this requirement may be waived until the next vacancy occurs, at which time the Town shall again diligently seek professional representation. In the case of a lack of professional appointees, the Board may, with Council approval, be allowed to retain professional consultants to advise the Board as necessary to fulfill its duties. At least three (3) members shall be residents or property owners from the Craig and Gould neighborhood. If the required number of residents or property owners from the Craig and Gould neighborhood cannot be found to serve on the Board, this requirement may be waived until the next vacancy occurs, at which time the Town shall diligently seek Craig and Gould representation. The Castle Rock Historical Society and the Castle Rock Chamber of Commerce are encouraged to submit nominees for Council consideration. The Director of Development Services or a designated department representative shall serve as staff to the Board.
- B. Appointments and terms of office. The appointment and terms of the members shall be in accordance with Chapter 2.17 of this CRMC.
- C. Attendance. To ensure the orderly conduct of business, member attendance is vital. Except for emergency absences, medical condition absences and absences resulting from military leave of less than two continuous months, no Board member shall miss more than three meetings in any twelve-month period. Upon any fourth absence within 12 months, other than for an emergency, medical condition or military leave of less than two months, as determined by the Chairperson, the Board member shall be deemed to have resigned from the Board, and the Council shall appoint a replacement. Nothing herein prohibits the Council from reappointing the resigning member under this Subsection.
- D. Quorum and voting. A quorum for the Board shall consist of a majority of the regular membership. A quorum is necessary for the Board to hold a public hearing or to take official actions, except that a public hearing may be continued by a majority vote of the members

present when a quorum is not present. A tie vote shall be deemed a denial of the motion or recommended action.

- E. Officers. The Board shall, by majority vote, elect one of its members to serve as chairperson to preside over the Board's meetings and one member to serve as vice-chairperson. The members so designated shall serve in these capacities for terms of one year and may serve successive terms.
- F. Meetings. The Board shall hold meetings at regularly scheduled intervals, but shall meet at minimum four times a year. Minutes shall be kept of all Board proceedings.
- G. Powers and duties. The Board shall:
 - 1. Adopt criteria for review of Historic Properties and for review of proposals to alter, demolish or relocate designated Landmarks.
 - 2. Review properties nominated for designation as a Historic Landmark or Historic District in the Craig and Gould neighborhood and recommend that the Town Council designate by ordinance those properties qualifying for such designation.
 - 3. Review and rule on any application for Alterations to a Historic District in the Craig and Gould neighborhood.
 - 4. Review and rule on any application for the Alteration, relocation or Demolition of a Historic Landmark.
 - 5. Review and approve new construction and Alterations to non-Landmarked properties within the Craig and Gould neighborhood.
 - 6. Maintain a system for survey and inventory.
 - 7. Advise and assist owners of Historic Properties regarding physical and financial aspects of preservation, renovation, Rehabilitation and reuse, including nomination to the National Register of Historic Places.
 - 8. In conjunction with the Castle Rock Historical Society, develop and assist with public education programs, including but not limited to walking tours, brochures, a marker program for historic properties, lectures and conferences.
 - 9. Conduct surveys of historic areas for the purpose of defining those of historic Significance and prioritizing the importance of identified historic areas and structures.
 - 10. Advise the Planning Commission and Town Council on matters related to preserving the historic character of the Town.
 - 11. In conjunction with other entities and private individuals, actively pursue financial assistance for preservation-related programs through grants and other means.
 - 12. Administer the local economic incentive programs set forth in Section 15.64.050.
 - 13. Review and make recommendations to the Town Council regarding amendments to the Historic Preservation Plan. The Plan, and any amendments thereto, shall be adopted by

resolution of the Town Council.

H. Rules and procedures. The Board shall adopt rules of procedure or bylaws which shall be made available to the public. All meetings of the Board shall be open to the public.

(Ord. No. 2021-011, § 1, 6-1-2021; Ord. No. 2015-04, § 5, 2-17-2015; Ord. 2012-16 §1, 2012)