

**OPERATIONAL GUIDELINES
OF THE
MONTROSE COUNTY HISTORIC LANDMARK ADVISORY BOARD**

1.0 Guiding Principles of the Historic Landmark Advisory Board

The purpose of the program will be based upon these basic principles.

1.1 Encourage protection and preservation of the architectural, historic and cultural heritage of Montrose County by means of designation to the county historic landmark registry.

1.2 Document and encourage designation of a diverse array of eligible sites and properties, from all aspects of Montrose county history and prehistory;

1.3 Provide authentic and accurate historical education and public awareness opportunities to increase public appreciation of Montrose County's unique heritage.

2.0 Board Established.

2.1 Creation - The Montrose County Board of County Commissioners, hereinafter in these Articles referred to as "BOCC" has authorized the creation of a Historic Landmark Advisory Board, hereinafter in these Articles referred to as the "MCHLAB", which shall have principal responsibility for matters of historic designations.

2.2 Membership - The MCHLAB shall be constituted as described in its Bylaws.

2.3 Terms of Office - Members of the MCHLAB shall serve three-year staggered terms from the date of appointment. Members may serve unlimited consecutive terms. Members may continue to serve until their successors have been appointed. All members of the MCHLAB shall serve without compensation.

2.4 Quorum and Voting - A quorum for the MCHLAB shall consist of a majority of the board. A quorum is necessary for the MCHLAB to conduct business including holding a public hearing. A roll call vote shall be taken upon request of any member.

2.5 Officers - The MCHLAB shall, by majority vote, elect one (1) of its members to serve as chairperson to preside over the MCHLAB's meetings, one (1) member to serve as vice-chairperson, one (1) member to serve as secretary/treasurer. The members so designated shall serve in these capacities for terms of one (1) year. Officers may serve consecutive terms, subject to a vote by the MCHLAB.

2.6 Meetings – The MCHLAB shall establish a regular meeting schedule with at least two (2) meetings per year. Minutes shall be kept of all MCHLAB proceedings by the duly elected secretary/treasurer.

2.7 Powers and Duties - The MCHLAB is formed as an advisory board to the BOCC, and shall bring all MCHLAB-approved applications for historic landmark designation to the BOCC at a properly noticed public meeting. All final decisions regarding historic landmark designation will rest with the BOCC. Additional duties of the MCHLAB shall include:

2.7.1 Review and determine qualifications of properties nominated for designation as either an historic structure or site;

2.7.2 Upon application, review and make recommendations to the applicant(s) on proposed alterations to a designated historic structure or site;

2.7.3 Advise and encourage owners of historic properties regarding physical and financial aspects of preservation, renovation, rehabilitation and reuse, including nomination or eligibility for nomination to the Montrose County Register, the State Register and the National Register of Historic Places;

2.7.4 Develop and assist in public education programs, including but not limited to walking tours, brochures, press releases, exhibits and public presentations.

2.7.5 Encourage surveys of historic sites, properties, and areas for the purpose of defining those of historic significance and eligibility for the Montrose County Historical Landmark Register. The MCHLAB may collect information about potential listings and maintain lists of sites of historical or archaeological merit that have not been designated;

2.7.6 Conduct the MCHLAB's business in accordance with the Public Meetings Acts, Public Records Act and other laws applicable to local public bodies.

2.7.7 Make such changes to these guidelines as the MCHLAB deems necessary.

3.0 Other Historic Registers.

3.1 All properties listed or deemed eligible by the State Historic Preservation Officer (SHPO) on the National or State Historic Register are eligible for the Montrose County Historic Landmark Register but shall not be so designated until proper applications are submitted to the MCHLAB and approved pursuant to these operational guidelines.

3.2 All properties listed on any Montrose County town or city historic register are eligible for the Montrose County Historic Landmark Register but shall not be so designated until proper applications and fees are submitted to the MCHLAB and approved pursuant to these operational guidelines.

4.0 Designation of Historic Structures and Sites.

4.1 Pursuant to the procedures set forth in these Guidelines, the MCHLAB may recommend for designation as a historic landmark; an individual structure, landmark, site or other feature, or an integrated group of structures and features on a single site, using the Criteria in these Guidelines.

4.2 Each such designation shall include a description of the characteristics of the structure or site which justify its designation, or a description of the characteristics of multiple buildings within a single site, and a description of the particular features that should be preserved, and shall include a description of the location and boundaries of the historic structure or site.

4.3 No individual structure or site will be designated without the written consent of the owner(s).

4.4 Nominations for Historic Landmark Designation

4.4.1 A nomination for designation listing in the Montrose County Historic Landmark Register may be made by the MCHLAB or by any citizen by filing the official application form with the MCHLAB. The applicant shall pay the one-time, non-refundable application fee.

4.5 Historic Preservation Landmark Advisory Board Review.

4.5.1 The MCHLAB shall review the application for conformance with the established criteria for designation and within the purposes of these guidelines.

4.5.2 The MCHLAB shall recommend either approval, approval with modification, or disapproval of the application.

4.5.3 The MCHLAB shall forward any approved application to the Montrose County BOCC recommending designation as a Historic Landmark. The MCHLAB shall notify the applicant, the property owner (if not one and the same) and the appropriate incorporated city/town official (if any) of the date of the BOCC meeting where the recommendation would be considered for county resolution of designation.

4.5.4 A MCHLAB member shall attend and present the application for historic designation at the public hearing for consideration by the BOCC.

4.6 Limitation on Resubmission and Reconsideration of Proposed Designation. Whenever the BOCC disapproves a proposed designation, no person shall submit an application that is the same or substantially the same for at least one (1) year from the effective date of the final action on the denied application.

4.7 Criteria for Designation.

The MCHLAB will consider the following criteria in reviewing nominations of properties for designation:

4.7.1 Structures must be at least fifty (50) years old and meet one (1) or more of the criteria for architectural, cultural or geographic/environmental significance. A structure can be exempted from the age standard if the MCHLAB finds it to be exceptionally important in other criteria.

A. The association of the property with events that have made a significant

contribution to local, Colorado, or national history;

- B. The connection of the property with person(s) significant in history;
- C. The apparent distinctive characteristics of a type, period, method of construction, or architect/artisan;
- D. The geographic importance of the property to local history (that is, properties which have achieved significance for their place in the landscape, adding to a strong sense of place or providing community identity);
- E. The contribution, or the potential for contribution, to understandings of prehistory or history.

4.7.2 Each property will also be evaluated based on physical integrity using the following criteria (a property need not meet all of the following criteria):

- A. Retains original design features, materials and/or characteristics;
- B. Is in the original location or same historic context, if it has been moved;
- C. Has been accurately reconstructed or restored, in keeping with its major character defining architectural elements and its period of significance.
- D. Where there are conflicting opinions regarding any item above (A, B or C), the MCHLAB shall seek a review by a professional whose expertise lies within the area of disagreement.

5.0 Review of Alterations, Relocations or Demolitions.

Historic Landmark designation will be revoked if a structure or site no longer qualifies for listing.

5.1 Review of major modifications. A Designation shall be reviewed if the MCHLAB receives information of an action which significantly alters the structure or site such that the historic aspect of the structure or site is changed. If only portions of the structure or site are changed, the MCHLAB shall consider whether the remaining portion retains eligibility. Alterations include:

5.1.1 Altering or modifying elements. For the purposes of this section, the term "alteration" shall mean any modification to a designated historic landmark which could have an effect on the character of the historic resource relative to the criteria by which it was designated. Examples of alterations for structures may include additions, any exterior modifications, including signage to be affixed to the facade, and any interior modifications that may affect the characteristics for which the structure was designated.

5.1.2 Moving a historic landmark structure to another location.

5.1.3 Removing or demolishing the structure.

5.2 Recommendation to de-list. The MCHLAB shall review any such designated Landmark changes within the context of the original application and the criteria noted in these bylaws, and conclude whether such action merits revocation of Historic Landmark designation. The MCHLAB shall, in turn, notify the BOCC of the need to remove the Landmark designation. Owner permission is not required for de-listing.

5.3 Periodic review of all designated sites. The MCHLAB shall establish a periodic review of all Montrose County Historic Landmark Register sites, for example every 20 years, to ensure that the structure or site still meets the criteria upon which the designation was based and to update information on the property, if appropriate. On-site review may be conducted for this purpose.