



CITY OF IDAHO SPRINGS
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NOTICE AND AGENDA
HISTORIC PRESERVATION REVIEW COMMISSION

Idaho Springs City Hall
1711 Miner Street
Tuesday, October 15, 2024 – 6:00 p.m.

**NOTICE AND AGENDA OF
HISTORIC PRESERVATION REVIEW COMMISSION
REGULAR MEETING
TUESDAY OCTOBER 15TH, 2024 6:00 p.m.**

Call to Order
Roll Call
Approval of the Minutes of September 17th, 2024
Public Comments
Conflict of Interest
General Updates
New Business

- ❖ Design Guidelines for Historic Structures – Recommendation for Adoption
- ❖ Discussion on Project(s) for CLG Planning Grant through State Historic Fund

Adjournment

**IN-PERSON AND REMOTE MEETING PUBLIC ATTENDANCE AND PARTICIPATION
INSTRUCTIONS**

The Public is able to view and hear this meeting remotely at the following address on the City's website:
<https://cityofidahosprings.colorado.gov/your-government/live-meetings-packets>

The Public is able to participate in person and remotely by utilizing the link below:
<https://us02web.zoom.us/j/87554198581?pwd=cDRtWkF5bHE1S25heFQyaWRsaFpMdz09>

Passcode: 528946

For in-person Unscheduled Public Comment, please sign-in at the entrance to the Council Chambers, each individual that is providing public comment is limited to three (3) minutes.

**HPRC
REGULAR MEETING
September 17, 2024**

The HPRC of the City of Idaho Springs held a regular meeting on September 17, 2024. Chair Manifold called the meeting to order at 6:02 p.m.

Answering the roll were: Patti Tyler, Chair Lisa Manifold, Vice Chair Michael Davenport and Shannon Glazer. Also present were Community Development Planner Dylan Graves, Best and Brightest Fellow Maria Schanhals and Deputy City Clerk Wonder Martell.

APPROVAL OF MINUTES

Vice Chair Davenport moved to approve the minutes of May 21st, 2024. Mr. Davenport asked the Deputy Clerk, moving forward, to state whether a board members absence is excused or unexcused in the minutes. Commissioner Glazer seconded followed by an all-in favor voice vote.

PUBLIC COMMENT

No one signed up for virtual or in person for public comments.

CONFLICT OF INTEREST

NEW BUSINESS:

1. PUBLIC HEARING: Certificate of Appropriateness (COA) Idaho Springs Powder House
Chair Manifold opened the public hearing at 6:05 pm.

STAFF REPORT - Community Development Planner Dylan Graves went over his staff report with the commission. Mr. Graves stated that this COA is the Idaho Springs Powder House that is located at the intersection of Soda Creek Road and Little Bear Road. Mr. Graves mentioned that maybe long term that this site may be developed into a park or some type of museum, but this COA is for phase 1 which is for the restoration. Mr. Graves mentioned that this will be a budget item for 2025 and that this site was locally designated back in 2008. Mr. Graves mentioned to the commission that if this restoration is not done, that we could lose the structure altogether and that staff recommends approval of this COA.

APPLICANTS- Tim and Kris Hoehn

Kris Hoehn advised the commission that there was a historic structure survey done back in 2013 and that she was glad that they were able to take pictures at that time, as there has been a lot more deterioration since then and now. Ms. Hoehn stated that this structure was filled with trash and that they intend to bring it back to exactly what it was. Ms. Hoehn mentioned that they are not sure what the original door was made from, but they assume it was a teal door because of the existing historic brackets that are still on the structure. Tim Hoehn mentioned to the commission that the walls of this structure are 18" thick stone walls and that maybe they could do an interpretive sign at this site.

COMMISSION DISCUSSION with APPLICANTS- Chair Manifold asked if they were going to leave the air holes, and the Hoehn's stated they were with new screens. Vice Chair Davenport suggested that for future applications, that the Hoehn's put on the cover page that this is a historic restoration, so it's treated differently. Mr. Davenport also asked the Hoehn's if this was a restoration or a rehabilitation. Tim Hoehn responded and stated it's some of both. Mr. Davenport asked if there was to be a pre-construction meeting, and Mr. Hoehn advised that there usually was. Mr. Davenport asked if staff attended those meetings and to put pre-construction meeting in the documents. Ms. Hoehn advised the commission that pre-construction meetings are required for grants.

PUBLIC COMMENT

Alicia and Brett Buckingham

Mr. and Mrs. Buckingham stated that they are excited and thanked staff for sending the invitation for this meeting to them. The Buckingham's agreed that this site has been used as a dumping site for many years. They are worried about trespassing and continued dumping of trash and rubble. The Buckingham's access to their property is right at the gate near this site, and they are worried about having access during construction. Plowing is a concern as well as turning it into a public space like a park or museum as that brings more people to the area.

Chair Manifold asked Mr. Graves if the city had any ideas on the gate, to which Mr. Graves advised that it's a forest service gate and that the City Administrator Mr. Marsh advised that this COA is for Phase 1 and Phase 1 is the restoration of the site. Mr. Graves advised the commission that the city is reaching out to the homeowners now and that if it is decided that this site will be turned into public use, the homeowners would be invited throughout the process. Mr. Graves stated that it is very important that there are no negative effects. Mr. Buckingham wanted to mention that the forest service gate is the only access that they have to their property.

Chair Manifold closed the public hearing at 6:37 pm.

COMMISSION DISCUSSION

There was no further discussion with the commission.

VOTE

Commissioner Glazer moved to approve the COA for the Idaho Springs Powder House. Commissioner Tyler seconded followed by an all in favor voice vote. COA passes.

NEW BUSINESS

2. Desing Guidelines Update.

Community Development Planner Mr. Graves went over the red lined design guidelines with the Commission. Chair Manifold asked if there needed to be an additional public hearing regarding these revisions, to which Commissioner Tyler advised no, as the public is more likely to have complaints after the revisions are adopted. Vice Cahir Davenport mentioned that this will be a 2 read ordinance, so the commission may know if there are any public concerns after the first read. Chair Manifold stated that she really likes part 1 as it includes the Historic District Buffer. Commissioner Glazer suggested using the term buffer to make it clearer, to which Vice Chair Davenport agreed as it would remove some confusion. Chair Manifold directed staff to add our Best and Brightest Fellow Maria Schanhals to the city staff section as she contributed a lot to this, and she will get credit for participating. Vice Chair Davenport would like to expand on the section for the Idaho Springs Architectural styles. Mr. Graves suggested that the guidelines get revisited more frequently, to which the commission agreed.

3. CLG Annual Report Update.

Mr. Graves advised the commission that the draft will be in the packet next month for the commission to review.

ADJOURN

Chair Manifold adjourned the meeting at 7:31pm.



TO: Historic Preservation Review Commission
CC: City Administrator Andrew Marsh, Best and Brightest Fellow Maria Schanbals
FROM: Dylan Graves, Community Development Planner
SUBJECT: City of Idaho Springs Design Guidelines for Historic Structures
MEETING DATE: October 15, 2024

The scope of this work session item is to provide the clean, final draft version of the *Historic Design Guidelines for Historic Structures* that we have been working on this year. It is hoped that the HPRC will be able to take action recommending that City Council adopt this new version of the Guidelines at this meeting so we can have this adopted before the end of the year.

UPDATES TO GUIDELINES DOCUMENT

After the last meeting, we incorporated all the changes that had been discussed. These are included in the attached, clean Guidelines document. If the HPRC does not see any additional changes that are needed, Staff believes that they are ready for adoption by City Council. City Staff will prepare a staff memo for Council that includes the following possible purposes for changing the Guidelines:

1. Improve effectiveness in carrying out community goals, philosophy, and agreements
 - a. Comprehensive plan
 - b. Preservation purposes in the Municipal Code and existing Design Guidelines
 - c. Certified Local Government (CLG) agreement
 - d. Philosophy: how does this benefit the community, residents, and businesses
2. Improve efficiency: time and cost of review for the City or the Applicant
3. How easy is it to understand the guidelines or standards
 - a. Clarity: eliminate ambiguity, repetition, contradictions
 - b. Jargon that would not be understood by users: applicant, architect, board member, contractor, inspector, neighbor, owner, planner
 - c. Regulations vs. how-to
4. How easy is it to find a guideline or standard: organization and format (tables)
5. How practical is the requirement/how will it be applied
6. Recurring issues: e.g. mass (including height), door and window openings, substitute materials
7. Fill in gaps (table comparing municipalities), for example:
 - a. Documentation/application contents: existing structure, historic/non-historic, construction
 - b. Design principles: pattern books, "traditional" design
 - c. Construction level: stabilize, maintain, repair, replace
 - d. Supporting information: other codes (zoning, building, etc.), maps, photos, surveys

City Staff reviewed the above and believes that all seven of these reasons are valid for why the Guidelines are under consideration for adoption.

The effectiveness of carrying out community goals and philosophies is improved by addressing items that are included in our CLG agreement and in the Comprehensive Plan. Staff believes that improved efficiency will be achieved. Clearer Guidelines make for better applications and it is hoped that these updated Guidelines will help applicants better understand what is needed from them before applying for a COA, reducing back and forth between Staff and applicants. Staff believes that the updated Guidelines are easier to understand and reduce grey areas. When coupled with the How-To guidance and other materials that the City is working on separately from the Guidelines, this should help applicants and City officials better understand the intent and purpose of Guideline language. Organization has been improved and when the updated Guidelines are put online, Staff will further simplify the process for property owners to access specific Guideline items. We have addressed recurring issues that have come up during past COA applications over the preceding year to ensure that any loopholes or grey areas are reduced. Finally, we filled in gaps by comparing municipalities in the area and adding sections to our Guidelines that were missing but we believed were needed.

Given the above, the reasons for this update appear clear. Staff believe that future updates will be needed and should be done more routinely than has occurred in the past, though any updates that occur over the next few years would be anticipated to be small. As we discussed in September, bringing the Guidelines back as a work session item at the end of 2025 or start of 2026 is desirable to ensure that the updated Guidelines are performing as intended and to make additional tweaks as needed. the Code requires Council

to periodically “amend and delete guidelines and adopt additional regulations, as necessary and appropriate, for the interpretation, administration and enforcement of these regulations as they may be helpful to builders and property owners.” Code 22-5(D). Revisiting this in late 2025/early 2026 is a good way to ensure that Code requirements continue to be met.

RECOMMENDED MOTION

Staff recommends that the HPRC make a motion to recommend that City Council adopt the updated Design Guidelines for Historic Structures document attached to this staff memo. A potential motion that could be made is as follows:

I move to make a recommendation to City Council that Council adopt the updated version of the Design Guidelines for Historic Structures as included in the packet.

CITY OF IDAHO SPRINGS

DESIGN GUIDELINES for HISTORIC STRUCTURES



2024

Acknowledgements

These guidelines were prepared by the Idaho Springs Historic Preservation Commission members. Their hours of work, discussion and consideration have resulted in a document the City of Idaho Springs can be proud of.

The first major update to these Guidelines occurred in 2007. Since that time, the City has routinely revisited the Guidelines and updated as necessary. This 2024 update builds upon past work done by previous Commissions and Councils, with consultation from the public through public meetings, outreach, and other events.

The Idaho Springs City Council ultimately reviewed and adopted this document on _____, 2024. The Council's support of historic preservation and its value to the City cannot be overstated.

Idaho Springs City Council

Chuck Harmon, Mayor
Jeremy Jones, Mayor *pro tem*
Scott Pennell
Lisa Manifold
Kate Collier
Janine Mariani
James Clark

Historic Preservation Review Commission

Lisa Manifold, Chair
Michael Davenport, Vice Chair
Shannon Glazer
Patti Tyler

City Staff

Andrew Marsh, City Administrator
Dylan Graves, Community Development Planner
Maria Schanhals, Best and Brightest Fellow

Photo and Illustration Credits

Illustrations by Dan Abbott
Photos by Phyllis Adams,
Dylan Graves, Maria
Schanhals

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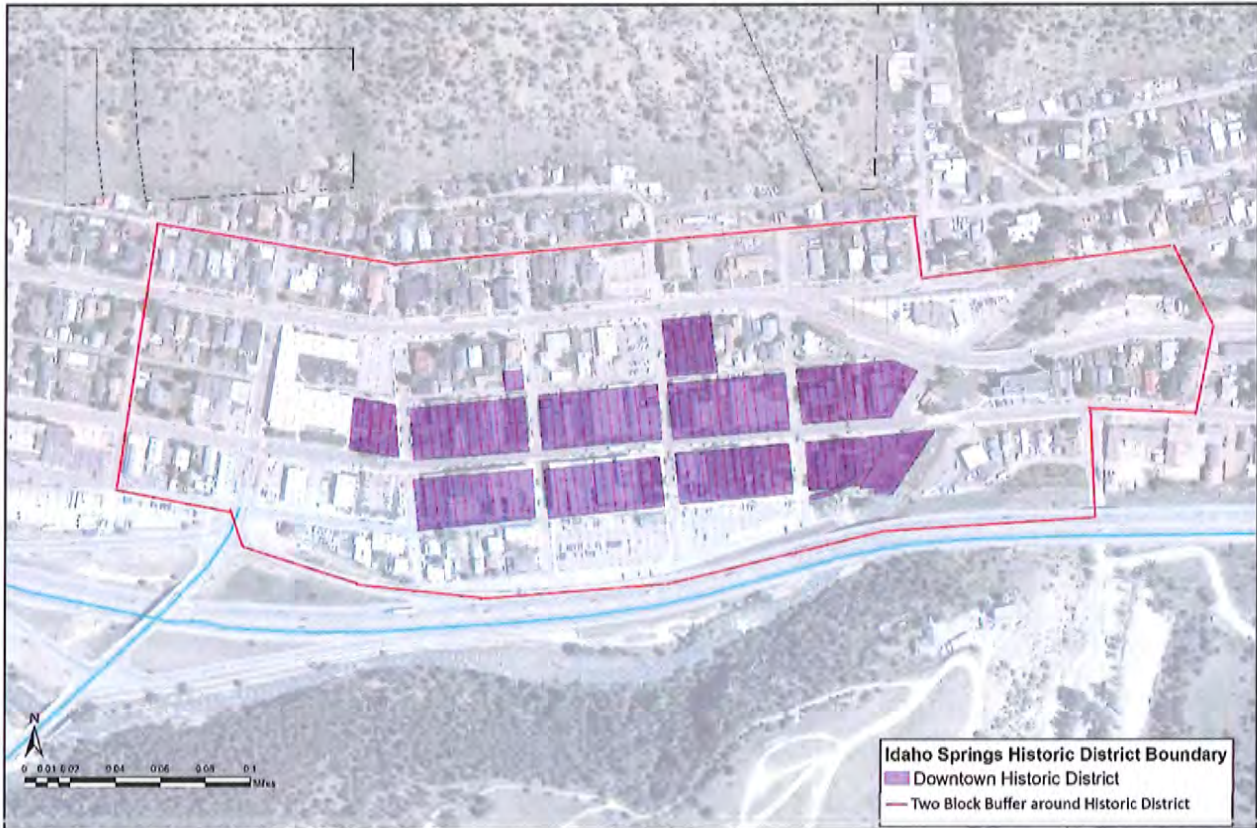
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PART ONE – GENERAL INFORMATION

The following Guidelines apply to all properties within the City of Idaho Springs National Historic District and any property that has received local, state, or national designation as a registered historic landmark. For information on what properties outside the Historic District are included, please refer to Appendix B of these Guidelines. The City's Historic District is identified below:



Two-Block Idaho Springs Historic Commercial District Architectural Design Buffer

New Development within a two-block radius of the outside boundary of the Idaho Springs Historic Commercial District shall build upon and support the architectural features of the District itself. Use of Historic District building materials, architectural styles and designs based upon historic City sites are strongly encouraged. Please see [Section 21-105\(A\)\(2\)](#) of the Idaho Springs Municipal Code for more information.

The following Guidelines shall be used by owners of registered and designated properties to determine appropriate processes, materials, and designs for rehabilitation, restoration, and repair of historic structures. They can also be used by owners of non-registered buildings that are nonetheless part of the City's period of significance, dating from approximately 1877 to 1920. To begin, a brief history of Idaho Springs will set the context for why the City has determined that historic preservation is critical to the City's future.

A. History of Idaho Springs and Historic Preservation in the community

SHORT HISTORY OF IDAHO SPRINGS AND ITS ARCHITECTURE

The Miner Street Commercial District forms the heart of the two mile long and one quarter mile wide City of Idaho Springs. This area is a collection of one- and two-story brick and a few frame buildings that housed the markets, hardware stores, banks, offices and saloons of the 19th century mining center. Only a few clapboard structures survive from the early commercial district which was composed mostly of false-fronted wood frame buildings. Although there was never a major fire in the Idaho Springs commercial district, the coming of the railroad made it easier to obtain bricks, iron and other durable construction materials, and the frame buildings were gradually replaced. The arrival of the railroad in 1877 strengthened the position of Idaho Springs as a mine supply center. Brick commercial buildings, which form the core of the district, came into being between 1877 and 1920, and reflect the vernacular late Victorian-early twentieth century commercial architecture typical of that period.

The buildings constructed during the prosperous late Victorian period prior to the 1893 Silver Crash display an exuberance of arch detailing, bracketed and heavily corbelled cornices, highly decorated friezes, and elaborate window caps not seen in later buildings. After the Silver Crash, a depression followed when virtually all building activity ceased state-wide for several years. When the economy began its recovery, some construction activity resumed at the end of the late 19th century and early 1900's. The buildings reflected the mood of the times in their design with a sense of cautious optimism and a desire for stability seen in the restrained styles inspired by classical architectures. Mining activity waned after 1910, but enough continued, along with tourism, to maintain a moderate population in the community. With the construction of Interstate 70 and the development of the Henderson Molybdenum Mine, Idaho Springs has again assumed the role as supply center not only for miners, but for skiers, hunters, campers, tourists, travelers, and some residents who are now able to commute to jobs in the Denver area. The Miner Street Commercial District, though constructed for 19th century miners, still supports a viable economic community.

Commercial structures, as with residential, began with logs. However, as the city grew, these original rough buildings were either demolished or covered over by the lap sided, wooded faces of the false fronts for which western architecture is so noted. These buildings were termed "vernacular", which indicated that local custom and materials took precedence over any particular architectural style.

Soon, however, the influence of Revival designs began to take effect. Brick construction brought Italian and Romanesque styles into focus in large buildings finished with fine cornices, ornamental brackets and elaborately detailed arched windows.





Colonial characteristics are rare but do appear on the Idaho Springs Carnegie Library.



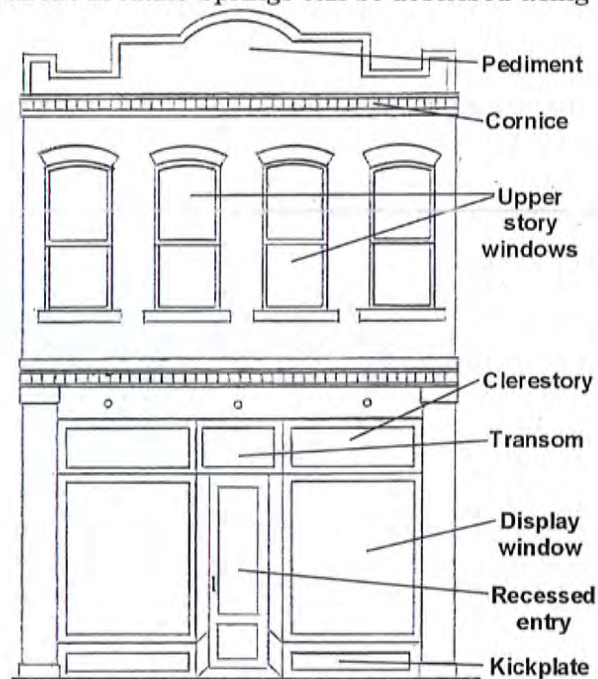
The Elks Lodge is an excellent representation of mission style architecture.

Newer brick buildings in Idaho Springs reflect the later 19th century commercial style characterized by recessed entrances, large display windows, elaborate metal cornices, cast-iron pilasters, and intricate patterns of decorative brickwork. Later modifications, particularly on the first-floor storefronts, include the use of stucco, board and batten, plywood sheathing and composition stone. These alterations are, however, generally minor compromises to the tourist and automobile-oriented economy of the 20th century.



The buildings of the commercial district of Idaho Springs all assisted in establishing the city as something more than a western mining camp. It became a reflective piece of history.

A typical commercial storefront in Idaho Springs can be described using the following components:



Typical storefront components

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Much of the beauty of Idaho Springs lies not with its specific historic sites, but in the street after street of well-tended period homes. These homes accurately reflect the diversity of architecture in the last half of the 19<sup>th</sup> century.



Idaho Springs' mining camp period was characterized by the construction of simple log structures; more or less temporary shelters. The earliest permanent homes were built in a simplified version of the Gothic Revival style. These homes can be recognized by their steep, central gable roofs and tall narrow windows. The use of the lancet (pointed top) window under the central gable is also quite common. Narrow, four-inch siding was the most frequent exterior material and houses were small, without fireplaces, to conserve heat.

These houses are Country or Cottage style Gothic as opposed to Classic Gothic of massive churches and mansions.



As Idaho Springs became established, the simple Gothic home was embellished with porches, bay windows and cut out trim known as carpenter's lace.



The hipped, or four-sided roofs, often with double chimneys on top, mark the next wave of Victorian architecture: the Italian box style. These large square houses were built in the more prosperous time of the late 1870s and 1880s. Some were built of brick although many continued to use the wood lap siding. Windows, still tall and narrow, are often surmounted with a keystone arch. Bracketed cornices were also characteristic.

Other styles are represented in details if not entire structures.





Many times, the residential styles are not distinct, being mixed in happy combination with each other. Fine native stonework and delicate wrought iron were used to accent any style.

### ***HISTORIC PRESERVATION IN IDAHO SPRINGS***

In the 1980s, the Idaho Springs City Council recognized the unique character and historical importance of the “downtown” area of the City. In January of 1984, the Idaho Springs Downtown Commercial District was added to the National Register of Historic Places.

Recognizing the need for the area to be preserved and protected, the City Council adopted Ordinance No. 4, Series 1988, establishing the Idaho Springs Historic Preservation District, creating the Idaho Springs Historic Preservation Review Commission and setting forth regulations and criteria for the consideration of applications for Certificates of Appropriateness. Adoption of that ordinance was the culmination of years of work and effort on the part of the City and its preservation-minded citizens.

Since that time, a number of other properties within the City have been locally designated for preservation outside the original District. Appendix B contains a list of all such locally designated properties.

Today, the Historic Preservation Review Commission (HPRC) continues its primary task of reviewing proposed changes in the District and at other locally designated sites and determining their appropriateness.

The regulations, criteria and guidelines for Historic Preservation in Idaho Springs are based on the U.S. Secretary of the Interior’s Standards and Guidelines for Historic Preservation Projects. Those Standards and Guidelines are the basis for these guidelines and the City’s comprehensive efforts to protect our historic properties and our heritage.

Historic preservation entails far more than simply keeping the historic structures standing. It



assures that today's residents and visitors, and future generations, can have a sense of the past and the strong ties Idaho Springs has to Colorado history. With the goal to foster civic pride while also protecting the unique historic atmosphere and character of the City and strengthening the local economy, Idaho Springs strives to draw a reasonable balance between the desires of property owners and the preservation of the City's heritage.

The HPRC is the City Council-appointed group of volunteers charged with administering the standards, regulations and guidelines to reach the goal of preservation while avoiding the imposition of any unreasonable economic hardship.

The historic sites in Idaho Springs must be protected from changes that will erode their historic integrity, so that they can be held in trust for future generations to enjoy.

## ***B. Purpose of the Guidelines and How to Use***

### **PURPOSE OF GUIDELINES**

The purpose of these guidelines and City regulations are to:

1. **Civic Pride:** Foster civic pride in the beauty and accomplishments of the past and promote the use of the Historic District and other designated sites for the education and pleasure of the City's citizens.
2. **Unique and Historic:** Protect the unique scenic and historic atmosphere and character of the City and protect the architectural, cultural and aesthetic heritage of the City.
3. **Economy:** Strengthen the City's economy by protecting and enhancing the City's attractions for visitors.
4. **Preservation:** Preserve and protect the continued existence of historic structures and sites within the Historic District and other designated sites.
5. **Balance:** Draw a reasonable balance between the desires of property owners and the preservation of the City's heritage, while avoiding the imposition of an unreasonable economic hardship.
6. **Materials and Design:** Prevent the use of materials or design in the repair, construction, reconstruction or remodeling of structures which:
  - a. Adversely affect the desirability of the district or other designated site for business and residential purposes; or
  - b. Are hazardous or incompatible with the historic character of the District or other designated site.

The Secretary of the Interior's Standards for the Treatment of Historic Properties, which guide the City of Idaho Springs' own preservation goals as a National Landmark Historic District embody two important objectives:

1. The preservation of historic materials and
2. the preservation of a building's distinguishing character.

The City believes that all historic structures, their historic materials, and the character of these structures are of great importance and these Guidelines are meant to ensure that these priorities are upheld.

The purpose of the design guidelines is to preserve the integrity of Idaho Springs' historic resources and allow compatible new construction, whether new buildings in the historic district or rehabilitation of existing structures. They indicate an approach to design that will help sustain the character of the community that is so appealing to residents and visitors. These guidelines may also provide information that property owners may use in making decisions about their properties.

Design guidelines form the backbone of the design review system. They are specific guidelines

outlining the treatments that are appropriate and inappropriate for construction or renovation features. Design Guidelines are for use in the Historic District and at all other locally designated sites. They address a variety of construction and repair activities, including the rehabilitation of historic properties, alterations to noncontributing structures and the construction of new buildings. They also provide guidelines for landscape and site design. For a map of the Historic District, please see Appendix A. For a map of all historic resources in the City, see Attachment B.

The guidelines provide the City, through its Historic Preservation Review Commission (HPRC), a basis for making informed, consistent decisions about proposed new construction and alterations to buildings and sites in the District and other locally designated sites in its formal permitting processes. The guidelines help provide uniform review and increase predictability, and are a means to prevent delays and minimize added costs to developers and builders when they are followed carefully. The guidelines are administered by the HPRC and the Idaho Springs City Council so that applicants may understand the City's standards for historic preservation in the early stages of project development.

The local and national historic district designations recognize that the City of Idaho Springs' district is unique. The City's built environment is a fragile system of historic and natural features, which can be diminished with neglect of existing structures and inappropriate development.

All affected property owners who plan to make changes to the exteriors of buildings must be issued a Certificate of Appropriateness (COA) by the HPRC. In order to review each project in a consistent manner, the HPRC will use these guidelines as a basis for determining the appropriateness of the work proposed.

The guidelines are provided to property owners to aid in planning an approach to development in the City. Property owners are encouraged to review the guidelines when planning an improvement project. Owners must comply with the guidelines and receive their COA prior to securing a building permit. Although the design guidelines are written so that they can be used by the layman to plan improvements, property owners are strongly encouraged to enlist the assistance of qualified design and planning professionals, including architects and preservation consultants.

The City's historic resources – from its national historic district to the variety of nationally, state, and locally designated sites – bring visitors to the community and instill a sense of place that is worthy of protection. These guidelines are intended to direct design alternatives and indicate the range of approaches to yield results that are compatible with the character of Idaho Springs. The guidelines are not intended to unreasonably restrict creativity, nor to require residents to spend more money on their projects. Rather, they are intended to protect the District and other locally designated sites from designs incompatible with the existing historic structures to ensure that these historic structures and resources are maintained appropriately.

### ***HOW TO USE THE GUIDELINES***

While a primary focus of these guidelines is to provide the HPRC and City Council with resources by which to review requests for work on structures within the Historic District or on designated sites outside the District, these guidelines can also be used by property owners looking to perform work on their historic properties. These guidelines can be used as a framework by which property owners can structure their projects and ensure compliance with City, State, and Federal preservation standards. By following the guidelines and tailoring a project around the standards contained herein, a property owner can apply for a COA with knowledge that their project complies with the standards and thus will be supported and approved.



## HOW TO UNDERSTAND THE GUIDELINES

### A Typical Guideline

Guidelines are contained in Parts Two, Three and Four of this document. A typical design guideline will contain the following:

- First is the design element category (e.g., scale and proportion, porches and awnings, masonry) under which the design guideline falls.
- Next is a brief discussion of the design element and why it is important. Included in this discussion may be a policy statement that describes a desired state or condition of the design element being discussed. Policy statements are shown in italics.
- Third is the design guideline statement itself, which is typically performance-oriented, describing a desired design treatment.
- The design guideline statement is followed by supplemental information that may include additional requirements or may provide an expanded explanation.
- Additionally, a photograph or illustration may be provided to clarify the intent of the guideline.

It is important to note that *all* of the elements of the design guidelines constitute the material upon which the HPRC will make its determination of the appropriateness of a proposed project.

The numerical ordering of the guidelines does not imply a ranking of importance. The emphasis placed on individual guidelines varies on a case-by-case basis, depending on the context of the proposed project.

### Definitions of Key Terminology

The degree to which a project must comply with design guidelines varies from guideline to guideline. The degree of compliance required is dictated by the language used in the guideline itself. The following terms related to compliance are used in the design guidelines. The definitions of these terms indicate the degree of compliance required.

**Appropriate** – In some cases, a stated action or design choice is defined as being “appropriate” in the text. In such cases, by choosing that design approach, the applicant will be in compliance with the guideline. However, in other cases, there may be a design that is not expressly mentioned in the text that also may be deemed “appropriate” by the HPRC.

**Consider** – When the term “consider” is used, a design suggestion is offered to the applicant as an example of one method of how the design guideline at hand could be met. Applicants may elect to follow these suggestions, but may also seek alternative means of meeting it.

**Imperative mood** – Throughout this document, many of the guidelines are written in the imperative mood. The applicant is often instructed to “maintain” or “preserve” an established characteristic. For example, one guideline states, “Preserve features such as original doors, windows and porches in their original form and position.” In such cases, the user *must* comply.

**Inappropriate** – Inappropriate means not allowed. When the term “inappropriate” is used, the relevant design approach cannot be allowed. For example, one guideline states, “Use of metal, fiberglass or plastic awnings is inappropriate.” In this case, the proposed use of such awnings would not be approved.

**Integrity** – Integrity is the ability of a property to convey its historic significance. The aspects of integrity include location, design, setting, materials, workmanship, feeling, and association. The aspect of design for buildings and districts includes form, plan, space, structure, proportion, scale, ornamentation, material, massing, fenestration, and the relationships of buildings and of sites.

**Preferred** – In some cases, the applicant is instructed that a certain design approach is “preferred”. In such a case, the applicant is strongly encouraged, but not required, to choose the design option mentioned. Other approaches may be considered.

**Shall** – If the term “shall” appears in a design guideline, compliance is required.

**Should** – If the term “should” appears in a design guideline, compliance is strongly encouraged, but may not be required.

**When feasible** – In some design guidelines, the applicant is asked to comply with the statement “when feasible”. In these cases, compliance is required, except when the applicant can demonstrate that it is not physically or financially possible to do so. For example, one guideline states, “Repair metal features by patching, splicing or otherwise reinforcing the original metal when feasible.” In this case, the applicant must retain and repair the existing material unless they can demonstrate that it has deteriorated to the extent that it is not practical to do so.

## **THE REVIEW PROCESS**

The design review process is “reactive”, in that it only applies to proposed actions initiated by the property owner. While it guides an approach to certain design problems by offering alternative solutions, it does not dictate a specific outcome and it does not require a property owner to instigate improvements that are not contemplated. For example, if an owner plans to repair a deteriorated doorway, the guidelines indicate appropriate methods for such work. If doorway repair is the only work proposed by the property owner, the process does not require that other building features that may be deteriorated, such as a roof in poor condition, be repaired.

Following these steps will result in an organized and, hopefully, more successful application process for a COA.

### **Step 1. Consider Professional Design Assistance**

These guidelines are not intended to take the place of professional design assistance, which is highly recommended, but rather to assist the owner and designer in creating the best project. Property owners are strongly encouraged to engage licensed architects and other design and planning professionals to assist them in developing their concepts. Doing so may facilitate a quick review process and often will save the owner time and money. *Please note that the HPRC cannot design or assist in the design process of any project submitted for approval.*

### **Step 2. Check Other City Regulations**

Remember that the guidelines supplement other adopted Idaho Springs ordinances. City Hall staff can provide information about these regulations. These other regulations also may affect the design character of a project. Examples include:

- ▶ [Zoning Code](#)
- ▶ [Building Codes](#)

### **Step 3. Become Familiar with the Design Guidelines**

Review the basic organization of the guidelines book and determine which parts will apply to the project.



#### **Step 4. Review the Site Context**

Consider immediately adjacent properties and also the character of an entire block. The general character of an area is an important feature. Understanding the historic character of the area, as well as that of surviving historic resources, is vital to the development of an appropriate design.

#### **Step 5. Develop a Design Concept Using the Guidelines**

These guidelines form the basis for the HPRC's design review decisions.

#### **Step 6. Preliminary Review with City Planner**

Before submitting a complete application for review, a meeting with the City Planner is required to determine whether the project is sufficiently complete to move forward with a preliminary review with the HPRC and official submittal of an application.

#### **Step 7. Preliminary Review (optional but encouraged)**

Prepare a packet for preliminary review by the HPRC prior to the expenditure of drawings for final review. This step is highly recommended for new construction, accessory buildings and major alterations.

#### **Step 8. Prepare and Submit a Complete Application Packet for Formal Review**

An application packet shall be prepared (the contents of which are discussed in the following section) and submitted to the HPRC for review. A presentation of the proposed project to the HPRC is necessary to obtain a COA.

#### **Step 9. Submit the design for formal review.**

City Staff will review the application for compliance with Guidelines, then schedule a hearing with the HPRC. Presentation to the HPRC is the culmination of the design review process. The presentation shall focus on how the proposed work complies with the Guidelines.

### **APPLICATION PROCEDURES**

An application for a building permit constitutes an application for a Certificate of Appropriateness when such Certificate is required. Applications, and HPRC checklists, can be obtained at City Hall [or at the link here](#). For an application to be heard at a regularly scheduled HPRC meeting, a completed application, along with all required documentation, must be submitted to the City Administrator a minimum of five working days prior to that scheduled meeting. Applications submitted without the necessary information attached will be considered incomplete and will be returned to the applicant by City Staff. See Appendix E for a sample checklist. *The HPRC will not receive or consider incomplete applications.*

#### **Preliminary Review**

A preliminary review by the HPRC is highly recommended for new construction or major alterations, and is welcome for any level project. As with any application, preliminary review applications are due a minimum of five working days prior to the HPRC meeting for which they are to be reviewed. The review packet shall contain the following materials:

- ✓ Preliminary review request
- ✓ Scaled elevations with dimensions

- ✓ List of exterior materials
- ✓ Scaled floor plans with dimensions (for new construction or new addition)

### ***Application for Approval***

In addition to a completed building permit application, review packets shall contain the following:

- ✓ A drawing, picture or scale model which shows the exterior surfaces of the structure as proposed to be constructed, repaired, reconstructed or remodeled, in sufficient detail to depict the finished appearance of the structure.
- ✓ A detailed list of the type of exterior materials and finishes proposed to be used.
- ✓ For any new construction, a site plan showing the structure's relation to and location on its building site.

### **COMMISSION PROCEDURES**

The HPRC meets monthly. Meeting schedules and agendas are properly posted at City Hall or are available online here: [City of Idaho Springs Meetings and Agendas](#). Meetings may be cancelled if no completed applications or requests for preliminary reviews have been submitted.

All HPRC meetings are open to the public and consideration of all applications is as a public hearing.

The Commission will either approve or deny the application, based on the criteria set forth in Chapter 22 of the Idaho Springs Municipal Code, and listed below. It may also conditionally approve the application, with the agreement of the applicant to comply with such conditions. Such conditions will then become conditions of the COA and the building permit.

If the Commission determines that the criteria are met and no additional conditions need to be required, it will issue the COA and forward a copy of it to the Building Official. Following approval of the application and issuance of a COA, the Building Official may issue the building permit, provided that all other applicable requirements of the City building code and other regulations and ordinances are met.

A COA approval is granted for a one-year period, during which time building permits must be issued and work must commence. Renewal is possible when circumstances call for it.

**IMPORTANT NOTE:** A Certificate of Appropriateness does not constitute a building permit. Building Permits must be obtained and appropriate fees paid prior to construction.

The HPRC must review the following types of work proposed in the District or at other locally designated sites:

#### **Rehabilitation and Alterations of Structures**

Any alteration to the exterior of a building, including the construction of an addition to it, is subject to review.

#### **New Construction**

Construction of any new, freestanding structure, either as a primary or an accessory structure is subject to review.

#### **Demolition or Relocation**

Demolition of whole or parts of buildings or accessory structures, as well as relocation of structures, requires review. Demolition of site features such as fences or walls also requires



approval.

### **Public Sector Projects**

Any public sector project that proposes to alter the historic and/or visual character of the District or any other locally designated site is subject to review by the HPRC.

### **Maintenance and Repair Exception**

Maintenance and repair generally are not reviewed by the HPRC. However, if the maintenance and repair activity changes the physical appearance of a building or involves the removal and replacement of significant materials and components on a structure, HPRC approval may be required.

### **Emergency Maintenance and Repair**

Emergency repairs may be required from time to time in situations where imminent damage to a historic building would occur without emergency repairs. Prior to completion of the emergency repair work, consultation with the City Planner and the HPRC chair or vice chair is required. If a COA is determined to be required, only enough work to protect the building may be completed prior to the first COA meeting where the work can be scheduled for public hearing. This work shall be completed with consultation by the City's Building Official and if building permits are needed, all applicable permits shall be applied for and issued in accordance with City regulations and these Guidelines.

### **"Small Project" Exceptions**

The HPRC has developed a list of "small projects" that will be deemed "appropriate" upon a required review by the City Planner, rather than through a review by the HPRC, except as noted. This list will continue to evolve; however, currently "small projects" are defined as the following:

- **Minor Amendments to an Approved COA** – Minor amendments that do not substantially alter the work approved by an existing COA may be reviewed administratively by the City Planner in consultation with the HPRC chair or vice chair. The City Planner may determine that the amendments require a new hearing with the HPRC.
- **Reroofing** – Any reroofing which uses the same material as the existing roof and does not in any other way alter the roof's appearance is appropriate. All other roofing, including all metal roofs, requires HPRC review.
- **Gutters and Downspouts** – Guttering is appropriate if painted to match the building AND if no exterior trim elements are altered or obscured in any way.
- **Mechanical Installations** (e.g., air conditioners, etc.) – Small unit mechanical systems that are placed on side or rear façades, painted to match the existing structure, have no reflective metallic surfaces and/or are screened from view and do not exceed 3' by 2 ½' by 2 ½' are appropriate.
- **Satellite Dishes** – Satellite dishes are appropriate if no more than 2 feet across and are mounted on sections of the roof or property that are not visible from the primary street running in front of the main entrance to the building.
- **Signs** – All signs that meet the requirements of Chapter 20 of the Idaho Springs Municipal Code, including size, materials, lighting and location, may be approved by the City's authorized agent. At the discretion of the City Planner in consultation with the HPRC chair or vice chair, a sign application may be referred to the HPRC when it requests alternative materials, extensive brackets, unusual lighting arrangements or unusual configurations.

### **CRITERIA**

All proposed projects within the District or at any other locally designated site must satisfy the

following:

1. The proposed work is consistent with and promotes the purposes of the Historic District, as set out in [Chapter 22](#).
2. With respect to an existing structure, the proposed work must not adversely or materially affect its historic quality.
3. The proposed work must have no adverse material effect on the historic atmosphere and character of the District as a whole or on other locally designated sites.
4. The proposed work must be in compliance with all current, applicable design guidelines.
5. **The proposed project must not damage adjoining properties.**

In reviewing any application for a Certificate of Appropriateness, the HPRC will consider the following with reference to the Guidelines:

1. The effect on the general historic architectural character and aspects of integrity of the structure.
2. The architectural style, arrangement, texture and material used on the existing and proposed structures and their relation and compatibility with other structures in the District and other locally designated sites.
3. The effects of the proposed work in creating, changing, destroying or otherwise affecting the exterior architectural features of the structure upon which such work is done.
4. The effects of the proposed work on the protection, enhancement and perpetuation of the structure. New systems and code compliance in existing buildings is permitted but shall be planned/executed such that historical materials are not damaged or obscured.
5. The condition of existing improvements and whether they are a hazard to public health and safety.
6. The compatibility of accessory structures and fences with the main structure on the site, with other structures and with the character of the District or locally designated site.
7. Substantial compliance with the Secretary of the Interior's "Standards for Historic Preservation Projects" as they apply to building exteriors only, except those relating to paint color, which shall not apply. Paint color is not regulated by the guidelines but shall follow the historic color schemes as described in Part 2 and Part 3 of these guidelines.



## **PART TWO – GUIDELINES for REHABILITATION, RESTORATION or RENOVATION of CONTRIBUTING STRUCTURES**

The City differentiates between contributing and non-contributing structures. Part Two of the Guidelines addresses contributing structures. Non-contributing structures are discussed in Part Three of these Guidelines.

### **Definitions:**

*Contributing structures:* In general, a building that is at least fifty (50) years old or older or is associated with significant people or events. A contributing building is one eligible for designation, or formally designated, that has significance and that may have experienced some alterations which, while not seriously damaging the exterior integrity of the property, have altered the appearance enough to be noted. These sites, structures, or objects retain enough exterior integrity to contribute to the significant characteristics of the district.

*Non-contributing structures:* Buildings, regardless of age, which do not possess sufficient significance and/or exterior integrity necessary for designation, and is considered noncontributing to a district, or not eligible to be designated as an individual landmark.

*Period of Significance:* The City's period of significance for historic preservation, as listed in the City's National Register of Historic Places Nomination form from 1983, ranges from 1877 to 1920.

### **GENERAL PRINCIPLES:**

#### **1. Architectural Character**

Buildings shall be visually compatible with other structures in the District or neighborhood. Use styles appropriate to the District or neighborhood. Part One of the guidelines show examples of typical styles found in Idaho Springs.

- a. *Historically, most buildings in Idaho Springs were simple in character. Avoid stylistic ornamentation that are not compatible with the history of Idaho Springs.*
  - 1) Use ornamental details with constraint.
  - 2) Elaborate ornamentation, which is atypical in Idaho Springs, is discouraged.
  - 3) Other styles that would also be misleading about the history of Idaho Springs are inappropriate (for example, Brutalism).
- b. *Respect the sense of time and place in all projects.*
  - 1) New construction should draw on the features and character of historic structures without being exact copies of historic styles.

#### **2. Accessibility**

- a. *While preserving significant historic features in existing buildings, provide accessibility as required by the International Existing Building Code (IEBC).*

### **TYPE OF PROJECT:**

#### **3. General Principles for New Construction**

- a. *Respect established building location, lot coverage and open space patterns when locating a new building.*
  - 1) Locate a new building to respect the alignment of historic building facades and

- entrances in the surrounding context/block.
- 2) Design a building to include the typical features and rhythms of historic buildings in the surrounding context/block, using similar proportions and dimensions.
  - 3) Design the height, mass and form of a new building to be compatible with the historic context.
  - 4) Design a new building to be recognized as current construction, while respecting key features of the historic district as well as the surrounding historic context/block.
  - 5) Use a roof form that is compatible with the historic context.
  - 6) Use materials that appear similar in scale, color, texture and finish to those seen historically in the district.
  - 7) Design windows, doors and other features to be compatible with historic contributing primary structures and the historic context.
  - 8) Locate a new building to fit within the established setback (front and side) and yard patterns seen in the historic district.

#### 4. **Existing Additions**

Some changes to a building may be evidence of the history of the structure, its inhabitants and its neighborhood. Such changes may have developed significance in their own right, and this significance shall be recognized and respected.

- a. *Preserve an older addition that has achieved historic significance in its own right.*  
Some later alterations that are at least fifty years old also may have achieved historical significance and shall be evaluated on a case-by-case basis for preservation. For example, a porch or a kitchen wing may have been added to the original building early in its history. Such an addition is usually similar in character to the original building in terms of materials, finishes and design.



The pool structure at the Indian Hot Springs is an example of a later addition that may have gained significance in its own right.



- b. *A more recent addition that is not historically significant may be removed.*

For example, a sunroom or greenhouse may have been added within the last 50 years that has not achieved historic significance. In this case, removal of this addition and restoration of the original façade would be encouraged.



An example of an addition that is not historic in its own right and could be removed.

## 5. **Existing Accessory Structures**

Accessory structures include garages, carriage houses, barns, sheds and mining structures. *Because accessory structures help interpret how an entire lot was used historically, their preservation is strongly encouraged.*

- a. *If an existing accessory structure dates from the City's period of significance, then its preservation is required.*

1. When treating an historic accessory building, respect its character-defining features such as primary materials, roof materials, roof form, historic windows, historic doors and architectural details.
2. Avoid moving an historic accessory structure from its original location.
3. If an accessory structure does not date from the period of significance, then its preservation is encouraged.



- b. *If an existing accessory structure is beyond repair, then replacing it in-kind is encouraged.*

1. An exact reconstruction of the accessory structure is not necessary in these cases.
2. The replacement shall be compatible with the overall character of the historic structure, while accommodating new uses.
3. If a new accessory structure is needed, refer to the design guidelines for New Accessory Structures in Part Three of this document.

- c. *New uses that require minimal change and maintain the utilitarian character of an accessory structure are preferred.*

1. New uses which significantly alter the character or size of an accessory structure are not appropriate.

## 6. **Preservation of Historic Features**

Historic features, including building and architectural details, along with building form and scale contribute to the character and significance of a structure and shall be preserved. Distinctive stylistic features or examples of skilled craftsmanship shall be treated with sensitivity. Continued maintenance is the best preservation method. *Rehabilitation work shall not destroy or detract from the distinguishing qualities or character of the property and its environment.*

- a. *Protect and maintain significant stylistic features.*

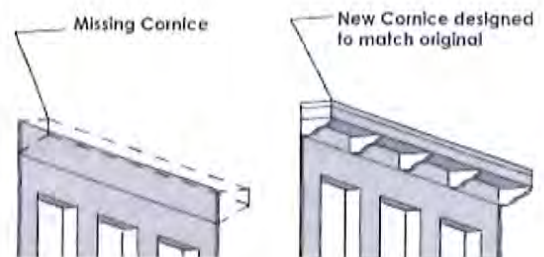
1. The best preservation procedure is to maintain historic features from the outset so that intervention is not required.

2. Employ treatments such as rust removal, caulking, limited paint removal and reapplication of paint.
  3. Retain the original shape of the clerestory as glass, a sign band or a decorative panel.
  4. Where it exists, maintain the pattern created by recessed entrances.
  5. Retain or restore the kickplate as a decorative or simple panel, coordinated with the rest of the façade.
- b. *Avoid removing or altering any historic or significant architectural features.*
1. Preserve features such as original doors, windows and porches in their original form and position.
- c. *Limit intervention with historic features.*
1. Maintain character-defining features. Repair only those features that are deteriorated. Replace only those features that are beyond repair.
  2. Patch, piece-in, splice, consolidate or otherwise upgrade the feature, using recognized preservation methods when feasible.
  3. Protect materials and features that are adjacent to the area being worked on.
- d. *Parapet or false front walls shall not be altered, especially those on primary elevations or highly visible façades.*
1. When a parapet or false front wall becomes deteriorated, there is sometimes a temptation to lower or remove it.
- e. *Avoid adding features that were not part of the original building.*
1. For example, decorative millwork shall not be added if it was not an original feature of that structure.
- f. *When disassembly of an historic feature is necessary for its restoration, minimize damage to the original materials.*
1. Document the location of an historic feature if disassembly is required so it may be repositioned accurately.

## 7. **Replacement of Missing Elements**

While restoration is the preferred alternative, replacement with a similar feature is an option. In the event replacement is necessary, the new material shall match that being replaced in design, color, texture and other visual qualities. Replacement shall occur only if the existing historic material cannot be reasonably repaired.

- a. *Replacement of missing elements may be included in repair activities.*
  1. Replace only those portions that are beyond repair.
- b. *Replace missing original features in-kind.*
  1. Use the same kind of material as the original. A substitute material may be acceptable only if the size, shape, texture and finish conveys





the visual appearance of the original material.

- c. *Replacement of missing or deteriorated architectural elements shall be based on accurate duplications of original features.*
  - 1. The design shall be substantiated by physical or pictorial evidence to avoid creating a misrepresentation of the building's genuine heritage.
  - 2. If no pictorial evidence is available, this requirement can be waived.
- d. *When reconstruction of an element is impossible, develop a new design that is a simplified interpretation of the original.*

This is appropriate when inadequate information exists to allow for an accurate reconstruction of missing features. The new element shall be similar to comparable features in general size, shape, texture and finish.
- e. *Conjectural designs for replacement parts that cannot be substantiated by written, physical or pictorial evidence are generally inappropriate.*

However, consider designs that are based on details from similar buildings within the District or neighborhood, when there is evidence that a similar element once existed. For example, where "scars" on the exterior siding suggest the location of decorative brackets but no photographs exist of its design, then designs for historic brackets on historic buildings that are clearly similar in character may be used as a model.

## **CONTEXT AND LOCATION**

### **8. Context**

- a. *Maintain the historic relationship with the surrounding district or neighborhood including buildings, streets, alleys, walks, and landscaping.*

### **9. Location**

- a. *Maintain historic setbacks from front and side property lines.*
- b. *Maintain historic vertical relationship between building first floor and grade elevation or street level.*

### **10. Site Relationship and Building Orientation**

A building's historic significance includes its orientation and physical relationship to the street, alley and other structures on the site and adjacent properties. An historic structure shall retain its original orientation on the site and its physical relationship with other structures.

- a. *Preserve a historic structure in its original location on the site, including orientation, setbacks, building height, and finished grade.*
- b. *Changing the grade of a site adjacent to a building to permit development of below-grade features is not appropriate if it changes the character of the site.*

## **BUILDING MASS AND PROPORTION**

### **11. Scale and Proportion**

The height, width and proportions of a building shall conform generally with other buildings in the District or neighborhood. *Scale and proportion of a structure will be a primary consideration of the HPRC.*

- a. *Large façade designs shall be divided into segments to conform with established façade patterns in the District.*
- b. *Cornice and clerestory alignment shall be maintained wherever possible.*
- c. *Ratio of wall surface to openings shall also be consistent within the District or neighborhood.*

## **12. Roofs**

Typical residential roof shapes are gabled, hipped and shed. Gabled roofs are the most frequent, and usually the gable end is oriented toward the street. Most commercial buildings have gently sloping, almost flat, roofs, but some have gable and shed roofs. Because roof forms are often one of the most significant character-defining elements, their preservation is important.

- a. *Preserve the original roof form.*
  - 1. Avoid altering the angle of the roof.
  - 2. In general, low gable, shed vaulted, domed, free form, A-frame and geometric shape roofs will be deemed inappropriate.
  - 3. Shed roof may be used for small additions or accessory buildings.
  - 4. All roofs shall have appropriate overhangs.
  - 5. Flat skylights mounted flush with the roof may be considered in areas that limit their visibility from public ways. Raised skylights are generally not appropriate.
  - 6. Placement of crickets or other snow guard devices shall be done in such a way that they do not alter the form of the roof. Preserve decorative roof accessories such as cresting, ridge caps and finials.
- b. *Preserve the original eave depth.*
  - 1. The shadows created by traditional overhangs contribute to one's perception of the building's historic scale and therefore, these overhangs shall be preserved where possible.
  - 2. Cutting back roof rafters and soffits or in other ways altering the traditional roof overhang is inappropriate.
- c. *Preserve original roof materials.*
  - 1. Avoid removing roof material that is in good condition.
  - 2. It is especially important to preserve historic materials, or replace them with similar materials when necessary.
  - 3. Roof materials shall be used in a manner similar to that seen historically and chosen based on its compatible appearance to the structure and the neighborhood.
- d. *Replacement roof materials for an historic structure shall convey a size and texture similar to those used traditionally.*
  - 1. Roof materials shall have a matte, non-reflective finish.
  - 2. When choosing a roof replacement material the architectural style of the structure shall be considered.
  - 3. Roll roofing, built-up tar and gravel, plastic or fiberglass roofing materials are generally not appropriate; however, on flat roofs which are not visible from public areas, alternative roof materials may be considered.
  - 4. Where replacement is necessary, use similar materials to that seen historically.



- e. *If they are to be used, metal roofs shall be applied and detailed in a manner that does not distract from the historic appearance of the building.*
  - 1. Metal roof materials shall have a matte, non-reflective finish.
  - 2. Seams shall be of a thin profile.
  - 3. The edges of a standing seam metal roof shall be bent downward at the edges of the roof and have a very slight overhang. In most cases the gutters shall hide this detail.
- f. *Skylights installed on a historic roof should be as unobtrusive as possible and not visible from a public street. Flat skylights that blend with the roof are most appropriate. Sculptural or bubble-type skylights are not appropriate. It is not appropriate to install skylights in locations that compromise character-defining roofs, or on roof slopes that are prominently visible from the street.*

### 13. **Porches, Balconies, and Awnings**

Projecting elements, such as porches, balconies, and awnings, help to provide visual interest to a building, can influence its perceived scale, protect entrances and pedestrians from rain or snow and provide shade in summer. A porch is often one of the most important character-defining elements of a residential façade. *Where porches exist on historic structures, they shall be maintained in their original condition and form. If a porch no longer exists on an historic structure, then it shall be replaced.*

- a. *Preserve an original porch.*
  - 1. Replace missing posts and railings where necessary.
  - 2. Match the original proportions and the spacing of balusters.
  - 3. Avoid using wrought iron posts and railings unless photographic evidence can support the use.
- b. *Avoid enclosing porches.*
  - 1. Enclosing a porch with opaque materials that destroy the openness and transparency of a porch is inappropriate.



An example of an original porch to be preserved

- c. *If replacing a porch is necessary, reconstruct it to match the form and detail of the original using materials similar to the original.*
  - 1. Avoid decorative elements that are not known to have been used on the building.
  - 2. If it is known that a building had a porch, efforts shall be made to accurately reconstruct it.
  - 3. When it is unknown what the original looked like, it is important that new details be compatible with the design of the porch and the style of the house.
- d. *The use of an awning on a commercial building may be considered.*
  - 1. The awning shall fit the dimensions of the storefront or window opening.
  - 2. It shall not obscure ornamental details.
  - 3. Avoid exotic forms that were not traditionally found in Idaho Springs.
  - 4. Coordinate the color of the awning with the color scheme of the entire building.
  - 5. Operable fabric awnings are appropriate.
  - 6. Use of metal, fiberglass or plastic awnings is inappropriate.

7. Installing lighting in awnings so they effectively act as an internally lit sign is inappropriate.

#### 14. ***Building Foundations***

Many of Idaho Springs's historic structures were built on stone foundations. Some of these have deteriorated and must be replaced. *When replaced, foundations shall be consistent with the original foundation as much as practicable.*

- e. *When repairing or replacing a visible foundation wall, design it to be compatible with that seen on similar historic buildings.*
  1. The form, materials and detailing of a foundation wall shall be similar to the original foundation and of nearby historic buildings.
  2. Match the mortar in strength, detail, composition and color.
  3. New foundation walls shall not increase the height of the structure to the degree that the historic character or alignment of building fronts are compromised.
  4. If it is necessary to install windows and window wells in the foundation for egress, avoid placing them on the street façade.

#### 15. ***Chimneys and Stovepipes***

The sole purpose of a chimney is the safe removal of smoke and sparks. Any major deterioration of a chimney compromises this purpose, with many implications for the comfort and safety of the building's inhabitants. *The proper maintenance and repair of historic chimneys is therefore important.*

- a. *An historic chimney shall not be removed.*
  1. A chimney is an important exterior design element.
- b. *If replacement is absolutely necessary, a chimney shall be replaced in the historic style.*
  1. The chimney shape shall match that of the historic one being replaced.
  2. The brick laying pattern and mortar shall match that of the historic chimney being replaced.
- c. *A stovepipe, on any building, shall have a matte, non-metallic dark finish.*

### **FACADES**

#### 16. ***Vertical and Horizontal Emphasis***

The vertical or horizontal appearance of a structure is created by its proportion and scale, door and window openings.

- a. *Buildings shall generally have a vertical emphasis, particularly in the City's Historic District. Deviations will be considered on a case-by-case basis.*
- b. *Window and door openings shall reinforce the vertical emphasis of a building.*

#### 17. ***Storefronts***

A pedestrian oriented storefront format shall be maintained, along with typical storefront components of display windows, recessed entrance and clerestory. The overall shape of the storefront establishes the proportions of the building. *Be certain to preserve its original lines.*



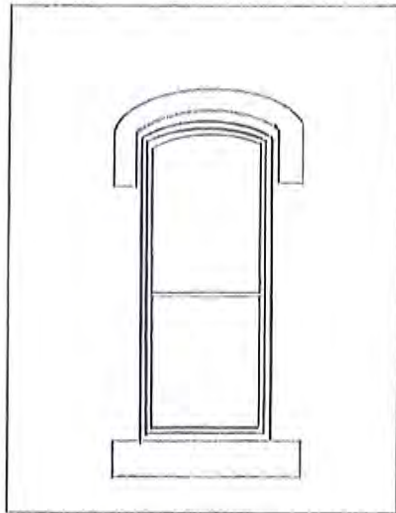
- a. *Display windows shall be at the same height as other display windows on the street.*
- b. *The original dimensions of a storefront shall be maintained.*
  - 1. Avoid altering the size. If it has already been altered, restore it to its original shape so it will align with others in the District, if possible.
  - 2. In some cases, an original storefront may have been altered early in the history of the building and may itself have taken on significance. Such alterations shall be preserved if significant.

## 18. **Windows, Doors and Other Openings**

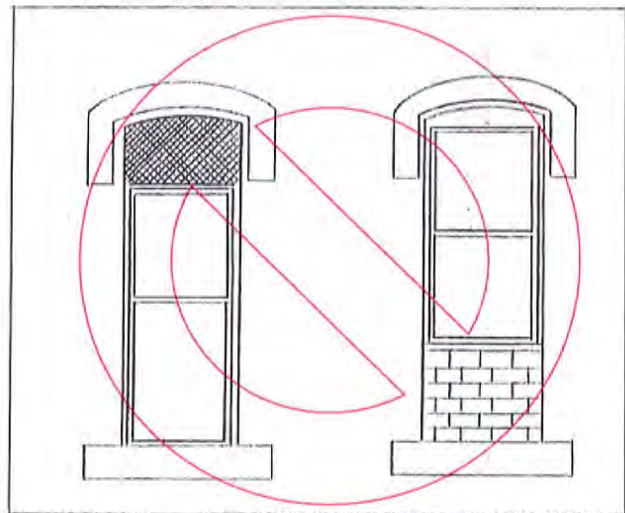
Windows and doors are some of the most important character-defining features of a structure. They give scale to buildings and provide visual interest to the composition of individual façades. They cast shadows that contribute to the character of the building. *Because windows and doors so significantly affect the character of a structure, their size and shape shall be preserved on historic structures.*



- a. *Preserve the functional and decorative features of original windows and doors.*
  - 4. Repair frames and sash by patching, splicing or reinforcing.
  - 5. If replacement is necessary, replace with similar features, to match the original.
  - 6. Avoid the removal of historic windows and sash.
  - 7. Shutters shall be sized to match windows, but will be considered on a case-by-case basis only if photographic evidence can support their use.
  - 8. Be mindful that some existing windows or doors may not be original to the building and were inappropriate replacements. Replacement in accordance with these design guidelines is encouraged.
- b. *Avoid changing the position of historic openings.*
  - 1. This is especially important on significant façades.
  - 2. Avoid adding additional openings or removing existing openings on façades that are visible from the street.
- c. *Maintain original window and door proportions.*
  - 1. Altering the original size and shape is inappropriate.
  - 2. Do not close down an original opening to accommodate a smaller window.
  - 3. Restoring original openings which have been altered over time is encouraged.



*Preserve the shape of original window openings.*



*Avoid closing the original opening to fit new window sizes. If the original opening is blocked, consider restoring it.*

- d. *Maintain the historic subdivisions of window lights.*
  1. Replacing multiple panes with a single pane or operable windows with fixed panes is inappropriate.
- e. *Maintain the historic ratio of window and door openings to solid wall.*
  1. Large surfaces of glass are inappropriate on residential structures and on the upper floors and sides of commercial buildings.
  2. If necessary, divide large glass surfaces into smaller windows that are in scale with those seen traditionally.
- f. *Preserve original exterior storm windows.*
  1. Where exterior storm windows are necessary, or when replacing originals, wood windows with a sash matching that of the original windows are appropriate.
  2. If storm windows were not an historic feature of a building, install new storm windows on the interior when feasible.
  3. Exterior storm windows may be considered only if the frames match the proportions of the original windows.
- g. *When replacing a window or door is necessary on an historic structure, match the original design as closely as possible.*
  1. Preserve the original casing, and use it with the replacement.
  2. Use the same material (wood) as that used historically.
  3. Vinyl clad and aluminum windows are inappropriate.
  4. Simple paneled doors were typical.
  5. For residential buildings, very ornate doors are discouraged, unless photographic evidence can support their use.
  6. Match the number and size of divided lights and panels.
  7. Glass in a window or door shall be clear. Any type of tinting is inappropriate.
- h. *A new opening shall be similar in location, size and type to those seen traditionally.*
  1. All buildings which face the street shall have a well-defined front entrance unless the building historically did not contain this feature.



2. A general rule for a window opening is that the height shall be twice the dimension of the width.
  3. Windows shall be simple in shape, arrangement and detail.
- i. *Windows and doors shall be finished with trim elements similar to those used traditionally.*
    1. This trim shall have a dimension similar to that used historically.
    2. Divided lights shall be formed from smaller mullions integral to the window.
  - j. *Maintain the pattern created by recessed entryways.*
    1. Set the door back from the front façade an adequate amount to establish a distinct threshold for pedestrians.
    2. Where entries are recessed, the building line at the sidewalk edge shall be maintained by the upper floor(s).

#### **19. Alley Entrances**

Alley entrances shall be preserved.

- a. *Consider developing back entrances for public access to new commercial uses.*
  1. Back entrances offer great potential for new entrances and store display windows. Development of these areas shall be in keeping with the style of the main building from and the simple functional quality of the alley.



### **MATERIALS AND DETAILS**

#### **20. Building Materials, in general**

Traditionally, a limited selection of building materials – wood, brick and stone – was used in Idaho Springs. Accessory structures were often constructed of a limited range of materials that were rustic and utilitarian in character. *The use of natural materials, especially brick for commercial structures, is preferred.*

- a. *Maintain the existing range of exterior wall materials found throughout the District or the neighborhood.*
  1. Reflective materials, rustic shakes (shingles), and imitation or synthetic materials will generally be deemed inappropriate.
  2. Corrugated metal may be considered on accessory structures.

#### **21. Wood Siding**

To preserve wood, its painted or stained finish shall be maintained.

- a. *Preserve original siding.*
  1. Avoid removing siding that is in good condition or that can be repaired in place.
  2. Remove only siding which is deteriorated and must be replaced.
  3. If portions of wood siding must be replaced, be sure to match the style and lap dimensions of the original.
- b. *Protect wood features from deterioration.*
  1. Provide proper drainage and ventilation to avoid rot.
  2. Maintain protective coatings to retard drying and ultraviolet damage.

3. If the building was painted historically, it shall remain painted, including all trim.
- c. *Repair wood features by patching, piecing-in, consolidating or otherwise reinforcing the wood.*
    1. Avoid the removal of damaged wood that can be repaired.
  - d. *Use technical procedures that preserve, clean, refinish or repair historic materials and finishes.*
    1. Abrasive methods such as sandblasting are generally not appropriate, as it permanently erodes building materials and finishes and accelerates deterioration.
    2. A firm experienced in the cleaning of historic buildings shall be hired to advise on the best, lowest impact method of cleaning appropriate to the project.
    3. Property owners also shall note that early paint layers may be lead-based, in which case, special procedures are required for its treatment.
    4. If siding materials that contain asbestos were used to cover original material, it is highly recommended that they be removed. Please note that asbestos is a hazardous material and may require removal by a qualified contractor.
  - e. *Remove later covering materials that have not achieved historic significance.*
    1. If original materials are presently covered, consider exposing them. For example, asphalt siding that covers original wood siding is considered to be inappropriate.
    2. Once the non-historic siding is removed, repair the original, underlying material.
    3. If a structure has a stucco finish, removing the covering may be difficult and may not be desirable. Test the stucco to ensure that the original material underneath will not be damaged by removing the stucco.
  - f. *Original building materials shall not be covered.*
    1. Vinyl, aluminum, imitation brick, stucco or other composite materials are generally inappropriate.
    2. If a property already has a non-historic building material covering the original, it is not appropriate to add another layer of new material, which would further obscure the original.
  - g. *Where a covering of stucco has taken on historic significance, consider repairing damaged areas and periodically cleaning it.*
    1. New coatings of stucco that do not have historic significance shall not be applied.



An example of stucco that has taken on historic significance

## 22. **Paint**

Wood residences and commercial buildings were usually painted to protect the wood. Only sheds and mills were left unfinished.

- a. *Always prepare a good substrate.*
  1. Prior to painting, remove damaged or deteriorated paint only to the next intact layer, using the gentlest method possible, such as low-pressure water and detergent using natural bristle brushes. Avoid the use of harsh or abrasive chemicals or procedures that could damage existing wood, brick, or masonry.



b. *Do not allow frequent repainting to obscure architectural details.*

1. When this occurs, consider stripping paint layers to retrieve details. However, the buildup of old paint layers is an important historic record of the building.

c. *Paint experts suggest that the wholesale removal of lead-based paint is not appropriate.*

1. Lead-based paint is a toxic material.
2. Remove, control or manage the lead hazard rather than implementing wholesale removal of historic features and finishes.
3. Careful cleaning and treatment of deteriorating paint, friction surfaces, surfaces accessible to young children and lead in soil is a basic approach.
4. Lead-based paint that is not causing a hazard is appropriate to remain on a building.

d. *Using the historic color scheme is required.*

The HPRC will not review actual color selections. The historic color scheme shall include:

1. Generally, one muted color is used as a background, which unifies the composition.
2. One or two colors are usually used for accent, to highlight details and trim.
3. A single color scheme shall be used for the entire exterior so upper and lower floors and subordinate wings of buildings are seen as components of a single structure.
4. Muted colors can help reduce the perceived size of a building.



### 23. **Masonry**

Many of the buildings in the District were built of brick or stone. Some of the houses in the residential areas were also constructed of masonry. *Masonry construction shall be preserved in its original condition.*

a. *Preserve masonry features that define the overall historic character of the building.* Examples are walls, cornices, pediments, steps and foundations.

1. Avoid rebuilding a major portion of exterior masonry walls that could be repaired.
2. Reconstruction may result in a building which is no longer historic and is essentially new construction.

b. *Preserve the original mortar joint and masonry unit size, the tooling and bonding patterns, coatings and color.*

1. Original mortar, in good condition, shall be preserved in place.

c. *Repoint mortar joints where there is evidence of deterioration.*

1. Duplicate the old mortar in strength, composition, color, texture, joint width and profile.
  2. Mortar joints shall be cleared with hand tools. Using electric saws and hammers to remove mortar can seriously damage the adjacent brick or stone.
  3. Avoid using mortar with a high Portland cement content, because it will be substantially harder than brick and does not allow for expanding and contracting, nor does it allow the mortar to breathe. The result will be deterioration of the brick itself.
- d. *Brick or stone that was not painted historically shall not be painted.*
1. Masonry naturally has a water-protective layer, or patina, to protect it from the elements.
  2. Painting masonry walls can seal in moisture already in the masonry, thereby not allowing it to breathe and causing extensive damage over the years.
- e. *Protect masonry from water deterioration.*
1. Provide proper drainage so that water does not stand on flat, horizontal surfaces or accumulate in decorative features.
  2. Provide positive drainage away from foundations to avoid rising moisture.
- f. *Clean masonry with the gentlest methods possible.*
1. Clean masonry only as described below. Test cleaning procedures in sample patches first.
  2. Low pressure water and detergent cleaning, using bristle brushes, is encouraged.
  3. Abrasive cleaning methods, such as sand blasting, will not be allowed for brick structures. They may remove the water-protective outer layer of the brick and thereby accelerate deterioration.



Repointing mortar joints ensures that brick construction is preserved long-term

## 24. **Metal**

Metals were used for a variety of applications including columns, storefronts, siding, roofing, window hoods and decorative features. Metal applications shall be maintained where they exist(ed).

- a. *Preserve architectural metal features that contribute to the overall historic character of the building.* Examples are columns, roofs, window hoods and storefronts.
- b. *Protect metals from corrosion.*
  1. Provide proper drainage to avoid water retention.
  2. Maintain protective coatings, such as paint, on exposed metals.
- c. *Repair metal features by patching, splicing or otherwise reinforcing the original metal when feasible.*
- d. *Use the gentlest cleaning method possible when removing deteriorated paint or rust from metal surfaces.*
  1. Harsh abrasive cleaning methods shall be avoided.



## **SITE**

### **24. Fences and Walls**

Where fences are used, they shall be of wood, iron, stone or plant materials.

- a. *These shall not exceed four feet in height in the front yard.*
  - 1. Chain link or metal fences, concrete block, plastic, fiberglass or plywood fences are not acceptable.
  - 2. Solid (privacy) wood fences are discouraged except where they are necessary for screening, parking or storage.
  - 3. Retaining walls shall be of dry stone or stone masonry.
  - 4. Log and railroad ties may be used on a limited basis, provided that they are installed horizontally.
  - 5. Unfaced concrete or concrete blocks are not appropriate.

### **25. Sidewalks, Patios and Driveways**

Where walkways, patios and driveways are necessary, asphalt and concrete shall be avoided.

- a. *Standard brick, flagstone and board are appropriate for walkways and patios.*
- b. *In the District, sidewalk materials must match those existing.*
- c. *Aggregate concrete, gravel or chip and seal are appropriate for driveways.*

### **26. Decks**

Generally there are three types of decks: decks at grade, second-story decks and roof decks. Care shall be taken with their design to make them fit into the traditional character of the neighborhood. Consider privacy impacts on neighboring properties.

- a. *Minimize the appearance of any deck.*
  - 1. Decks shall be subordinate in terms of scale and detailing.
  - 2. Locate a deck to the rear of the building where feasible.
  - 3. Wherever possible, second-story decks shall be incorporated into the roof and mass of the building.

### **27. Roof Decks**

Roof decks are deck areas above the first floor contained fully or partially in a roof mass. Balconies are railed or balustraded platforms that project from the building. They may be compatible additions if located on the rear and if they are integrated into the primary structure. Second-story roof decks or balconies are not appropriate for free-standing accessory buildings and garages. Any decks or balconies above the second story are inappropriate unless based on historic precedent.

- a. *Locate roof decks or balconies on the rear, not on the front, of the building. Front roof decks or balconies are appropriate only if recreating a documented historic element.*
- b. *Integrate the roof deck or balcony into the structure by setting it into the building or incorporating it into the roof structure.*

- c. *Avoid cantilevered projections from the building and use appropriately scaled brackets or supports.*
- d. *While current code requirements must be met, new railings should be as close as possible to historic heights. In addition, sensitive design may give the appearance of lower railing heights found on historic structures.*

## **28. Landscaping**

- a. *Preserve historic landscape and site features that are character-defining features of the property or historic district.*
- b. *Provide landscaping that is consistent with the historic property or district.*
- c. *Maintain the established spacing pattern of street trees when applicable.*
- d. *Preserve street trees wherever possible.*
- e. *Provide a front yard landscaped in a traditional manner with traditional materials.*
  - 1. *Avoid replacing sod with concrete or any hard surface.*
  - 2. *Edge areas with natural materials such as stone.*
  - 3. *Locate planting beds in traditional areas such as around foundations and along walkways.*
- f. *Avoid landscaping that has the potential for damaging a historic structure, such as trees planted too close to a building.*
- g. *Where existing retaining walls are important to the site's character, they should be preserved and incorporated into new landscape features.*

## **29. Snow Shedding**

- a. *Provide for safe snow shedding and removal.*

## **EQUIPMENT AND DEVICES**

### **30. Solar Energy and Wind Devices**

Where solar energy is to be used as a primary or supplementary source of heat or other energy, solar collection devices shall be mounted in a manner that preserves the property's character defining features. Solar and wind devices are encouraged but shall be installed in a way that is most compatible with the District while minimizing the visual impact to existing structures.

- a. *Solar collection devices which are not attached to the building shall be located only in the side or rear yards and shall be screened.*
- b. *Exposed hardware, frames and piping must be finished to be non-reflective and consistent with the color scheme of the building.*
- c. *Wind generators or other energy devices shall be located in rear and side yards away from public view.*
  - 1. *Their height will be determined by the height of the principal structure and they shall*



be painted to blend with or match the adjacent buildings or natural surroundings.

### 31. **Security Devices**

Lighting and alarm systems are preferred because they will not alter the appearance of the building front.

- a. *Permanently fixed security bars shall not be used on windows.*

### 32. **Other Mechanical Equipment**

The impact of mechanical equipment on the appearance of the building and its surroundings shall be minimized.

- a. *Window air conditioning units or condenser elements shall not be located on the front façades.*
- b. *Antennas shall be located where they are not visible on the front façade.*
- c. *Mechanical equipment on the ground shall be screened from view.*
  - 1. A fence, plant materials or a housing structure that is in harmony with the surroundings will be preferred.
- d. *Mechanical equipment attached to the side or roof of a building, including heating vents, shall be kept as low as possible and covered or painted to blend with the background.*

### 33. **Hot Tubs**

Hot tubs shall be placed entirely within an enclosure and not be visible from any public way. Other exterior hot tub installations may be considered.

### 34. **Signs**

Although the HPRC will not routinely review sign applications (see small project exceptions in Part 1), business and property owners are encouraged to consider the following:

A sign typically serves two functions; first, to attract attention, and second to convey information, essentially identifying the business or services offered within. If it is well designed, the building front alone can serve the attention- getting function, allowing the sign to be focused on conveying information in a well-conceived manner. Signs shall be developed with the overall context of the building and of the area in mind.

The placement or location of a sign is perhaps the most critical factor in maintaining the order and integrity of the District. Consistent placement of signs according to building type, size, location and even building materials create a visual pattern that the pedestrian and passing motorist can easily interpret and utilize to the mutual benefit of merchants, tourists and customers.

When a sign application is referred to the HPRC, the following guidelines will be used to determine the sign's appropriateness.

- a. *Coordinate a sign within the overall façade composition and with other signs on the property.*

1. A sign shall be in proportion to the building such that it does not dominate the appearance.
- b. *Position a sign to be a part of the overall building composition.*
  1. Locate a sign on a building such that it will emphasize design elements of the façade itself.
  2. Mount a sign to fit within existing architectural features. Use the shape of the sign to help reinforce the horizontal lines of moldings and transoms seen along the street.
- c. *Preserve an historic painted sign where it exists, when feasible.*
- d. *A sign shall not obscure or compete with architectural details of an historic building façade.*
  1. A sign shall be designed to integrate with the architectural features of a building, not distract attention from them.
- e. *Signs that are out of character with those seen historically and that would alter the historic character of the District are inappropriate.*
- f. *Sign materials shall be compatible with that of the building façade.*
  1. Painted or stained wood and metal are appropriate materials for signs. Their use is encouraged. Unfinished materials, including unpainted wood, are discouraged because they are out of character with the context.
  2. Highly reflective materials are inappropriate.
- g. *A simple sign design is preferred.*
  1. Fonts that are in keeping with those seen in the District traditionally are encouraged. Photographic evidence of historic signs may be helpful.
- h. *Flags shall not exceed 26 inches by 44 inches.*
- i. *Flag poles attached to building façades shall not exceed 60 inches in length*

### **35. Utilities and Exterior Lighting**

- a. *All utility lines shall be underground and entry fixtures located away from high use areas and main entrances or screened in an approved manner.*
- b. *All lighting shall be appropriate to the building and its surroundings in terms of style, scale and intensity of illumination.*
  2. Low wattage systems, using a warm color spectrum similar in warmth to what was historically available are required, and site lighting shall be shielded.
- c. *Necessary security lighting will be considered on an individual case-by-case basis.*
- d. *Wireless communication facilities and antennae shall be installed in an appropriate location where they will not negatively impact the historic character of buildings, the site or the surrounding Historic District.*

### **36. Vacant Buildings**

If a building is unoccupied, secure it in a way that protects its historic character. When a building is



to be unoccupied for an extended period of time, it may be secured in a way in which to preserve historically significant features and prevent deterioration from weathering **or vandalism**.

- a. *Maintain a weather-tight roof. Temporary roofing may be installed if needed.*
- b. *Structurally stabilize the building, if needed.*
- c. *Provide adequate ventilation to the interior of the building.*
- d. *When closing off or boarding up a window or door opening, paint the boards and panels to match the building color.*
- e. *When closing off a window or door opening, avoid mounting boards or panels on the exterior, especially if that may damage frames, sashes or other historic components.*
- f. *Consider performing a Historic Building Assessment to document a building's condition and identify possible adaptive reuse scenarios.*

### **PART THREE – GUIDELINES for NEW CONSTRUCTION and REHABILITATION, RESTORATION or RENOVATION of NONCONTRIBUTING STRUCTURES**

The City differentiates between contributing and non-contributing structures. Part Two of the Guidelines addressed contributing structures. Non-contributing structures are discussed below.

#### **Definitions:**

*Contributing structures:* In general, a building that is at least fifty (50) years old or older or is associated with significant people or events. A contributing building is one eligible for designation, or formally designated, that has significance and that may have experienced some alterations which, while not seriously damaging the exterior integrity of the property, have altered the appearance enough to be noted. These sites, structures, or objects retain enough exterior integrity to contribute to the significant characteristics of the district.

*Non-contributing structures:* Buildings, regardless of age, which do not possess sufficient significance and/or exterior integrity necessary for designation, and is considered noncontributing to a district, or not eligible to be designated as an individual landmark.

*Period of Significance:* The City's period of significance for historic preservation, as listed in the City's National Register of Historic Places Nomination form from 1983, ranges from 1877 to 1920.

#### **GENERAL PRINCIPLES**

##### **1. Architectural Character**

Buildings shall be visually compatible with other structures in the District without being direct copies of historic buildings.

- a. *Respect the sense of time and place in all projects.*
  - 1) In all new construction, one shall be able to perceive the character of the City as it was historically and how it has changed.
  - 2) Attempts to create an exact perception of a point of time in the past are discouraged. For example, a new addition built after the City's period of significance shall use similar materials and similar architectural styles but shall be distinct in some form from the original structure. Although
  - 3) *To avoid confusion with historic structures, new construction may be used to indicate the date of construction.*
- b. *Avoid stylistic ornamentation that confuses the history of Idaho Springs.*
  - 1) Use ornamental details with constraint.
  - 2) Elaborate ornamentation, which is atypical in Idaho Springs, is discouraged.
  - 3) Other styles that would also be misleading about the history of Idaho Springs are inappropriate.
- c. *New interpretations of traditional building styles are encouraged.*
  - 1) A new design that draws upon the fundamental similarities among historic buildings in the District or neighborhood, without duplicating them exactly, is preferred.
  - 2) This will allow new structures to be seen as products of their own time, yet compatible with their historic neighbors.
  - 3) The exact copying or replication of historic styles is discouraged.
- d. *New construction shall not change the character of the area as seen from a distance.*

#### **TYPE OF PROJECT**



## 1. **General Principles for New Construction**

- a. *Respect established building location, lot coverage and open space patterns when locating a new building.*
  - 1) Locate a new building to respect the alignment of historic building facades and entrances in the surrounding context/block.
  - 2) Design a building to include the typical features and rhythms of historic buildings in the surrounding context/block, using similar proportions and dimensions.
  - 3) Design the height, mass and form of a new building to be compatible with the historic context.
  - 4) Design a new building to be recognized as current construction, while respecting key features of the historic district as well as the surrounding historic context/block.
  - 5) Use a roof form that is compatible with the historic context.
  - 6) Use materials that appear similar in scale, color, texture and finish to those seen historically in the district.
  - 7) Design windows, doors and other features to be compatible with historic contributing primary structures and the historic context.
  - 8) Locate a new building to fit within the established setback (front and side) and yard patterns seen in the historic district.

## 2. **New Additions**

When planning an addition to an historic building, consider the effect the addition will have on the historic building itself. The negative effects that may occur to the historic building fabric as well as to its character shall be minimized. Loss of historic materials, when part of constructing an addition, must be avoided to the extent possible. A design for a new addition that would create an appearance inconsistent with the historic character of the building is inappropriate.

- a. *Design an addition such that it will not obscure or destroy the character of the original building.*
  - 1) An addition that seeks to imply an earlier or later period than that of the building is inappropriate.
  - 2) An addition that conveys an inaccurate variation on the historic style is inappropriate. For example, introducing very ornate "Victorian" details is inappropriate on simple homes.
  - 3) An addition shall not obscure or damage character-defining features such as windows, doors, porches, brackets or roof lines.
- b. *An addition shall be visually subordinate to the main building.*
  - 1) An addition shall respect the proportions, massing and siting of the historic building.
  - 2) The form and detailing of an addition shall be compatible with the existing building.
  - 3) Simpler details on an addition can help distinguish it from the original structure.
  - 4) When feasible, set an addition back from the primary façade in order to allow the original proportions, form and overall character of the historic building to remain prominent.
  - 5) If an addition is taller than the main building, set it back substantially from primary character-defining façades.
  - 6) A small "connector" linking the existing building and the addition may be considered.
  - 7) When constructing a rooftop addition, keep the mass and scale subordinate to the scale of the historic building.
- c. *A substantial addition shall be distinguishable from the existing building so it can be understood as a more recent change.*
  - 1) This can be accomplished with a jog in the wall planes, or by using a cornerboard to define the connection, or a subtle change in material or a subtle differentiation

between historic and more current styles.

- d. *The materials of an addition shall be similar to that of the primary structure.*
    - 1) The materials shall also be similar to those seen historically in the District or the neighborhood.
    - 2) Match the lap dimension, finish and size of materials on the existing structure.
  - e. *Windows in an addition shall be generally the same as those of the existing structure.*
    - 1) The window-to-wall ratio shall be similar to that of the historic structure.
  - f. *Preserve historic alignments that may exist on the street.*
  - g. *The roof form and slope of a new addition shall be in character with the historic building.*
3. **New Accessory Structures.**

Accessory structures include garages, carriage houses, barns and sheds. *A new accessory structure shall be subordinate to the primary structure on a site.*

- a. *Locate an accessory structure to the rear of a lot when feasible.*
  - 1) Locating an accessory structure to the side of a primary structure, but set back substantially may also be considered.
- b. *Construct an accessory structure that is subordinate in size and character to the primary structure.*
  - 1) In general, accessory structures shall be unobtrusive and not compete visually with the primary structure.
  - 2) While the roof lines do not have to match, it is best that it not vary significantly.
  - 3) An accessory structure shall remain subordinate, in terms of mass, size and height, to the primary structure.
  - 4) Tuff Sheds® and other pre-manufactured storage structures are generally not deemed appropriate.
- c. *An accessory structure shall be similar in character to those seen traditionally.*
  - 1) Basic rectangular forms, with hip, gable or shed roofs, are appropriate.
- d. *Maintain the traditional range of building materials on accessory structures.*
  - 1) Appropriate materials for secondary buildings include but are not limited to: unpainted or stained wood siding, wood planks, vertical board and batten siding or corrugated metal.
  - 2) These materials shall be utilitarian in appearance.
  - 3) The use of muted, natural colors and finishes is particularly encouraged.
- e. *Maintain the simple detailing found on accessory structures.*
  - 1) Ornate detailing on accessory structures is inappropriate.
  - 2) Avoid details that may give an out building a residential appearance.
  - 3) Accessory structures shall not mimic primary structures.

## **CONTEXT AND LOCATION**

### **4. Context**

- a. *Maintain the historic relationship with the surrounding district or neighborhood including buildings, streets, alleys, walks, and landscaping.*

### **5. Location**

- a. *Maintain historic setbacks from front and side property lines.*
- b. *Maintain historic vertical relationship between building first floor and grade elevation or street level.*

## **6. Site Relationship and Building Orientation**

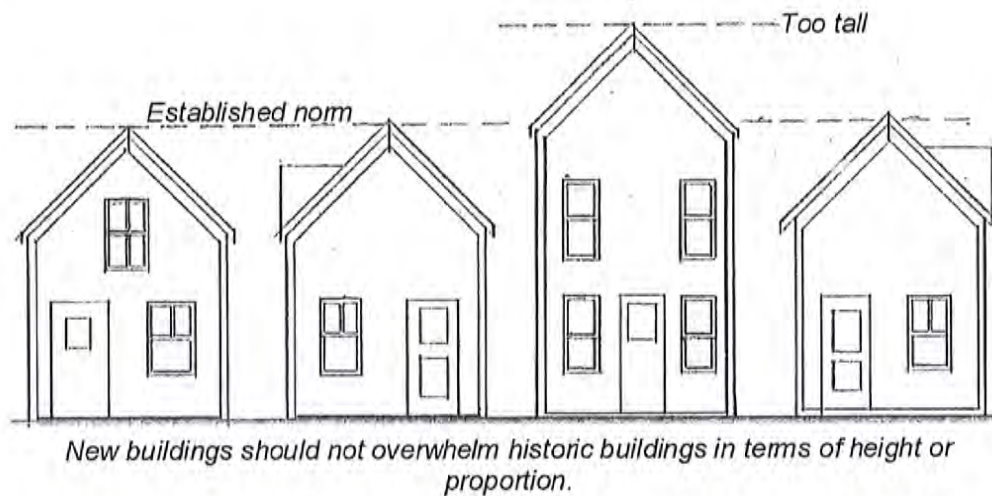
A building's historic significance includes its orientation and physical relationship to the street, alley and other structures on the site and adjacent properties. An historic structure shall retain its original orientation on the site and its physical relationship with other structures.

- a. *Preserve a historic structure in its original location on the site, including orientation, setbacks, building height, and finished grade.*
- b. *Changing the grade of a site adjacent to a building to permit development of below-grade features is not appropriate if it changes the character of the site.*

## **BUILDING MASS AND FORM**

### **7. Scale and Proportion**

The Scale and proportion of a structure will be a primary consideration of the HPRC.



- a. *The height, width and proportions of a building shall conform generally with other buildings in the District or neighborhood.*
  - 1) Large façade designs shall be divided into segments to conform with established façade patterns.
  - 2) Cornice and clerestory alignment shall be maintained wherever possible.
  - 3) Ratio of wall surface to openings shall also be consistent within the District or neighborhood.
  - 4) Avoid a blank wall appearance that does not provide interest to pedestrians.
  - 5) New structures shall not appear appreciably larger in mass than existing buildings in the area.
  - 6) Similarities in heights among prominent building features, such as cornices and porches, are equally as important as the similarity of overall building heights. These features often appear to align along the block and this characteristic shall be respected.



- b. *Respect the building scale established by historic structures within the District or the neighborhood.*
  - 1) An abrupt change in scale within the area is inappropriate, especially where a new, larger structure would directly abut smaller historic buildings.
- c. *New structures should be subordinate to historic buildings in their perceived length on the site. The length of the proposed building should not be seen to be appreciably greater than the historic buildings in the neighborhood.*
- d. *New structures should not overwhelm historic or supporting buildings in the character area, in terms of perceived facade width. Therefore, the perceived width of new buildings should not be appreciably greater or smaller than historic buildings in the neighborhood.*
  - 1) New buildings must be in scale with historic buildings in the immediate vicinity. In some cases, a new project may abut a single historic structure. In this case, the project should be especially sensitive to that edge. In other situations, a collection of historic buildings in a block may establish a broader context of scale that should be respected.

## **8. Height of Buildings**

New buildings shall not overwhelm historic structures in terms of building height but rather should be within the range of heights historically found along the block.

- a. *Note that the typical historic building height will vary for each character area.*
- b. *The back side of a building may be taller than the established norm if the change in scale will not be perceived from major public viewpoints.*
- c. *Maintain the alignment that is created by similar heights of primary roofs and porches.*
- d. *When viewing the city as a whole, building heights should reflect the land contours.*

## **9. Porches, Balconies, and Awnings**

Projecting elements, such as porches and awnings, help to provide visual interest to a building, can influence its perceived scale, protect entrances and pedestrians from snow and provide shade in summer. A porch is often one of the most important character-defining elements of a residential façade. *These features shall also be provided in new construction and shall be compatible in size and shape and type to those seen historically.*

- a. *The use of an awning on a commercial building may be considered.*
  - 1) The awning shall fit the dimensions of the storefront or window opening.
  - 2) It shall not obscure ornamental details.
  - 3) Avoid exotic forms that are not traditionally found in Idaho Springs.
  - 4) Coordinate the color of the awning with the color scheme of the entire building.
  - 5) Operable fabric awnings are appropriate.
  - 6) Use of metal, fiberglass or plastic awnings is generally inappropriate.
  - 7) Installing lighting in awnings so they effectively act as an internally lit sign is generally inappropriate.

## **10. Building Foundations**

Many of Idaho Springs's historic structures were built on stone foundations. *Foundations shall be appropriate to the building design.*

- a. *In new construction, a clear distinction between foundation and wall material shall be present.*
  - 1) For example, wood siding shall not extend to the ground.

- b. *Exposed foundation walls on new construction shall be as inconspicuous as possible.*
  - 1) In general, the maximum exposure of smooth concrete shall be ten inches.

## **11. Roofs**

Typical residential roof shapes are gabled, hipped and shed. Gabled roofs are the most frequent, and usually the gable end is oriented toward the street. Most commercial buildings have gently sloping, almost flat, roofs, but some have gable and shed roofs. Roof forms are often one of the most significant character-defining elements of a structure.

- a. *Design a roof form similar to those seen in the District or the neighborhood.*
- b. *In the District, use flat rooflines as the dominant roof form.*
  - 1) Parapets on side façades shall step down toward the rear of the building.
  - 2) Gable roof forms may be considered if they are obscured by a false front storefront similar to those seen historically.
- c. *In residential areas, consider incorporating dormers in the roof design.*
  - 1) Dormers must be in scale with those used traditionally in the neighborhood.
  - 2) Dormers must be in proportion, such that they do not overwhelm the building as seen from adjacent properties.
- d. *Flat skylights mounted flush with the roof may be considered in areas that limit their visibility from public ways. Raised skylights are generally inappropriate.*

## **12. Roof Decks**

Roof decks are deck areas above the first floor contained fully or partially in a roof mass. Balconies are railed or balustraded platforms that project from the building. They may be compatible additions if located on the rear and if they are integrated into the primary structure. Second-story roof decks or balconies are not appropriate for free-standing accessory buildings and garages. Any decks or balconies above the second story are inappropriate unless based on historic precedent.

- a. *Locate roof decks or balconies on the rear, not on the front, of the building. Front roof decks or balconies are appropriate only if recreating a documented historic element.*
- b. *Integrate the roof deck or balcony into the structure by setting it into the building or incorporating it into the roof structure.*
- c. *Avoid cantilevered projections from the building and use appropriately scaled brackets or supports.*
- d. *While current code requirements must be met, new railings should be as close as possible to historic heights. In addition, sensitive design may give the appearance of lower railing heights found on historic structures.*

## **13. Connectors**

Use a connector to link smaller modules and for new additions to historic structures.

- a. *The connector and addition shall be located at the rear of the building or in the event of a corner lot, shall be set back substantially from significant front facades.*
- b. *No more than one connector is allowed.*
- c. *The connector shall be designed in a single straight line and shall step in from the historic building sidewall planes a minimum of four feet on each side of the historic structure.*

- d. *Within the connector, a cut into the historic fabric may be made to allow for the width of a typical doorway, to preserve most historic fabric. The remainder of the historic fabric, beyond the doorway opening, shall be preserved in perpetuity.*
- e. *The connector shall be a minimum of ten feet in length and shall be appropriate in proportion to the historic property.*
- f. *The height of the connector should be clearly lower than that of the masses to be linked and should follow the topography. The connector shall not exceed one story in height and shall be a minimum of two feet lower than the ridgeline of the modules to be connected.*
- g. *A connector shall be visible as a connector. It shall have a simple design with minimal features and a gable roof form. A simple roof form (such as a gable) is allowed over a single door.*

## **FACADES**

### **14. Vertical and Horizontal Emphasis**

The vertical or horizontal appearance of a structure is created by its proportion and scale, door and window openings. *This shall be continued in new construction.*

- a. *Buildings shall generally have a vertical emphasis.*
  - 1) *Deviations will be considered on a case-by-case basis.*
- b. *Window and door openings shall reinforce the vertical emphasis of a building.*
  - 1) *Upper story windows in new construction shall relate to the window proportions seen historically.*
- c. *Maintain the distinction between the street level and the upper floor of commercial buildings.*
  - 1) *The first floor of the primary facade shall be predominantly transparent glass.*
  - 2) *Upper floors shall be perceived as being more opaque than the lower floor.*
  - 3) *Express the traditional distinction in floor heights between the street level and upper levels through detailing, materials and fenestration.*

### **15. Windows, Doors and Other Openings**

Windows and doors are some of the most important character-defining features of a structure. They give scale to buildings and provide visual interest to the composition of individual façades. They cast shadows that contribute to the character of the building. *Because windows and doors so significantly affect the character of a structure, their appropriate use in new construction is a very important consideration.*

- a. *Windows shall be similar in location, size and type to those seen traditionally.*
  - 1) *A general rule for a window opening is that the height shall be twice the dimension of the width.*
  - 2) *Windows shall be simple in shape, arrangement and detail with dimensions similar to those used traditionally.*
  - 3) *Unusually shaped windows, such as triangles and trapezoids may be considered as accents only.*
  - 4) *Windows shall align with others in a block.*
- b. *Windows on the first floor of the primary façade shall be predominantly transparent glass.*
  - 1) *Highly reflective or darkly tinted glass is inappropriate.*
- b. *Residential buildings that appear to face the street need to be compatible with the*



*established context.*

- 1) A primary entry that is clearly visible from the street will also help to convey a sense of connection with the neighborhood.
  - 2) In some cases, the front door itself is positioned perpendicular to the street, whereas the entry shall still be clearly defined with a walkway that orients to the street.
- c. *Commercial building entrances shall appear similar to those used historically.*
- 1) Clearly define the primary entrance, i.e., with an awning or other architectural feature.
  - 2) A contemporary interpretation of a traditional building entry, which is similar in scale and overall character to those seen historically, is encouraged.
  - 3) Secondary public entrances are also encouraged on a larger building, on a corner lot and along an alley.
- d. *Maintain the pattern created by recessed entryways.*
- 1) Set the door back from the front façade an adequate amount to establish a distinct threshold for pedestrians.
  - 2) Where entries are recessed, the building line at the sidewalk edge shall be maintained by the upper floor(s).
- e. *Windows and doors shall be finished with trim elements appropriate to the building design.*

#### **16. Storefronts**

A pedestrian oriented storefront format shall be maintained, along with typical storefront components of display windows, recessed entrance and clerestory.

- a. *Display windows shall be generally at the same height as other display windows on the street.*

#### **17. Alley Entrances.**

- a. New buildings shall be developed with public access to commercial uses front and rear. Existing alley entrances shall be maintained.



### **MATERIALS AND DETAILS**

#### **18. Building Materials, in general**

Traditionally, a limited selection of building materials – wood, brick and stone – was used in Idaho Springs. Accessory structures were often constructed of a limited range of materials that were rustic and utilitarian in character. *The use of natural materials, especially brick for commercial structures, is preferred.*

- a. *Maintain the existing range of exterior wall materials found throughout the District or the neighborhood.*
  - 1) Reflective materials, rustic shakes and imitation or synthetic materials will generally be deemed inappropriate.
  - 2) Corrugated metal may be considered on accessory structures and as additive forms on commercial buildings.
- b. *Use materials that appear to be the same as those used historically.*
  - 1) New materials that appear to be the same in scale, texture and finish as those used historically may be considered.

- 2) Imitation materials that do not successfully repeat these historic material characteristics are inappropriate.

## **19. Paint**

Wood residences and commercial buildings were usually painted to protect the wood. Only sheds and mills were left unfinished. *Similar treatments are preferred for new construction.*

- a. *Using the historic color scheme is encouraged.*  
The HPRC will not review actual color selections, however, if an historic scheme is not to be used, then consider the following:
  - 1) Generally, one muted color is used as a background, which unifies the composition.
  - 2) One or two colors are usually used for accent, to highlight details and trim.
  - 3) A single color scheme shall be used for the entire exterior so upper and lower floors and subordinate wings of buildings are seen as components of a single structure.
  - 4) Muted colors can help reduce the perceived size of a building.

## **20. Masonry**

Many of the buildings in the District were built of brick or stone. Some of the houses in the residential areas were also constructed of masonry. *Similar materials are preferred for new construction.*

## **21. Metal**

Metals were used for a variety of applications including columns, storefronts, siding, roofing, window hoods and decorative features. Metal applications shall be maintained where they exist(ed), and used in new construction where they were seen historically.

- a. *Protect metals from corrosion.*
  - 1) Provide proper drainage to avoid water retention. Maintain protective coatings, such as paint, on exposed metals.

## **SITE**

### **22. Fences and Walls**

Where fences are used, they shall be of wood, iron, stone or plant materials.

- a. *These shall not exceed four feet in the front yard.*
  - 1) Chain link or metal fences, concrete block, plastic, fiberglass or plywood fences are not acceptable.
  - 2) Solid (privacy) wood fences are discouraged except where they are necessary for screening, parking or storage.
  - 3) Retaining walls shall be of dry stone or stone masonry.
  - 4) Log and railroad ties may be used on a limited basis, provided that the horizontal method of construction is utilized.
  - 5) Unfaced concrete or concrete block are not appropriate.

### **23. Sidewalks, Patios and Driveways**

Where walkways, patios and driveways are necessary, asphalt and concrete shall be avoided.

- b. *Standard brick, flagstone and board are appropriate for walkways and patios.*
- c. *Aggregate concrete, gravel or chip and seal are appropriate for driveways.*

## **24. Decks**

Generally there are three types of decks: decks at grade, second-story decks and roof decks. Care shall be taken with their design to make them fit into the traditional character of the neighborhood. Consider privacy impacts on neighboring properties.

- a. *Minimize the appearance of any deck.*
  - 1) Decks shall be subordinate in terms of scale and detailing.
  - 2) Locate a deck to the rear of the building where feasible.
  - 3) Wherever possible, second-story decks shall be incorporated into the roof and mass of the building.

## **25. Landscaping**

- a. *Preserve historic landscape and site features that are character-defining features of the property or historic district.*
- b. *Provide landscaping that is consistent with the historic property or district.*

## **26. Snow Shedding**

- c. *Provide for safe snow shedding and removal.*

# **EQUIPMENT AND DEVICES**

## **27. Utilities and Exterior Lighting**

- a. *All utility lines shall be underground unless infeasible and entry fixtures located away from high use areas and main entrances or screened in an approved manner.*
- b. *All lighting shall be appropriate to the building and its surroundings in terms of style, scale and intensity of illumination.*
  - 4) Low wattage systems are recommended and site lighting shall be shielded.
- c. *Necessary security lighting will be considered on an individual case-by-case basis.*

## **28. Solar Energy and Wind Devices**

Where solar energy is to be used as a primary or supplementary source of heat or other energy, solar collection devices shall be mounted in a manner that preserves the property's character defining features.

- a. *Solar collection devices which are not attached to the building shall be located only in the side or rear yards.*
- b. *Exposed hardware, frames and piping must be finished to be non-reflective and consistent with the color scheme of the building.*
- c. *Wind generators or other energy devices shall be located in rear and side yards away from public view.*
  - 1) Their height will be determined by the height of the principal structure and they shall be painted to blend with or match the adjacent buildings or natural surroundings.

## **29. Security Devices**

Lighting and alarm systems are preferred because they will not alter the appearance of the building front.



- a. *Permanently fixed security bars shall not be used on doors or windows.*

### **30. Other Mechanical Equipment**

The impact of mechanical equipment on the appearance of the building and its surroundings shall be minimized.

- a. *Window air conditioning units or condenser elements shall not be located on the front façades.*
- b. *Antennas shall be located where they are not visible on the front façade.*
- c. *Mechanical equipment on the ground shall be screened from view.*
  - 2) A fence, plant materials or a housing structure that is in harmony with the surroundings will be preferred.
- d. *Mechanical equipment attached to the side or roof of a building, including heating vents, shall be kept as low as possible and covered or painted to blend with the background.*

### **31. Hot Tubs**

- a. Hot tubs shall be placed entirely within an enclosure and not be visible from any public way. Other exterior hot tub installations may be considered.

### **32. Signs**

Although the HPRC will not routinely review sign applications, business and property owners are encouraged to consider the following:

A sign typically serves two functions; first, to attract attention, and second to convey information, essentially identifying the business or services offered within. If it is well designed, the building front alone can serve the attention- getting function, allowing the sign to be focused on conveying information in a well-conceived manner. Signs shall be developed with the overall context of the building and of the area in mind.

The placement or location of a sign is perhaps the most critical factor in maintaining the order and integrity of the District. Consistent placement of signs according to building type, size, location and even building materials create a visual pattern that the pedestrian and passing motorist can easily interpret and utilize to the mutual benefit of merchants, tourists and customers.

When a sign application is referred to the HPRC, the following guidelines will be used to determine the sign's appropriateness.

- a. *Coordinate a sign within the overall façade composition and with other signs on the property.*
  - 3) A sign shall be in proportion to the building such that it does not dominate the appearance.
- b. *Position a sign to be a part of the overall building composition.*
  - 4) Locate a sign on a building such that it will emphasize design elements of the façade itself.
  - 5) Mount a sign to fit within existing architectural features. Use the shape of the sign to help reinforce the horizontal lines of moldings and transoms seen along the street.
- c. *Preserve an historic painted sign where it exists, when feasible.*

- d. *A sign shall not obscure or compete with architectural details of an historic building façade.*
  - 6) A sign shall be designed to integrate with the architectural features of a building, not distract attention from them.
- e. *Signs that are out of character with those seen historically and that would alter the historic character of the District are inappropriate.*
- f. *Sign materials shall be compatible with that of the building façade.*
  - 7) Painted or stained wood and metal are appropriate materials for signs. Their use is encouraged. Unfinished materials, including unpainted wood, are discouraged because they are out of character with the context.
  - 8) Highly reflective materials are inappropriate.
- g. *A simple sign design is preferred.*
  - 9) Typefaces that are in keeping with those seen in the District traditionally are encouraged. Photographic evidence of historic signs may be helpful.
- h. *Flags shall not exceed 26 inches by 44 inches.*
- i. *Flag poles attached to building façades shall not exceed 60 inches in length.*

## **PART FOUR – DEMOLITION**

### **Idaho Springs Municipal Code, Chapter 22, Section 22-2. Regulations.**

*No person shall demolish a historic building or structure located within the District, or otherwise designated as a historic building or structure, without first obtaining a COA therefor from the Commission and the appropriate permit from the Building Official. Any requests for such demolition permits must be submitted to the Commission and shall be considered by the Commission at its next regularly scheduled meeting, but in any event, within thirty (30) days of submittal. Any application not considered by the Commission within thirty (30) days of submittal shall be deemed approved.*

*Nothing contained herein shall prevent the demolition of any building or structure which the Building Official shall certify, in writing, to the Commission is required for the public health, safety or welfare because of an unsafe or dangerous condition.*

This Part of the guidelines will apply to the demolition, complete or partial, or the relocation of any structure in the Historic District or at any other locally designated site.

### **APPLICATION**

In addition to the standard application form, the application must include the following:

1. A completed Colorado Cultural Resource Survey Architectural Inventory Form for the property, which will be provided by City Staff for completion by the applicant.
2. A report regarding the effect that the removal or demolition of the structure, or portion thereof, will have on the character of the site and the adjacent properties.
3. A report outlining the plan to salvage any reusable materials from the structure and reuse them in proposed reconstruction.
4. A plan for the redevelopment of the property. *Note: Allowing the property lie vacant is not preferred.*

### **INITIAL CONSIDERATION**

Before the HPRC considers whether to issue or deny a COA for any demolition or relocation, the applicant and the HPRC must be equally satisfied that the proposed work is the minimum that will address the needs of the property with respect to its historic significance, the Historic District or neighborhood where the structure is located and still allow the property owner reasonable use and enjoyment of their property. The following issues may be considered:

1. Feasibility of modification of the plans.
2. Feasibility of any alternative use of the structure which would substantially preserve the original character.

The HPRC is not empowered to consider, or pass approval on, the current or proposed use of any property. Such matters are addressed in the City's Zoning Code and questions shall be directed to the City Building Official and City Planner.

### **CRITERIA**

The following criteria will be considered by the HPRC when considering whether or not to grant a COA for demolition or relocation of a structure in the Historic District or on any other locally designated site.

1. The effect of the proposed work on the general historical and/or architectural character of the structure and adjacent properties.
2. The architectural style, design, construction, arrangement and materials of existing and proposed structures.
3. The effect of the proposed work in creating, changing or destroying the exterior characteristics of the structure upon which work is to be done.
4. The effect of the proposed work on the protection, enhancement, perpetuation and use of the structure.



5. The effect of the proposed work on adjacent and surrounding structures and the plans to mitigate such effects.
6. The extent to which the proposed work meets the standards of the City and the United States Secretary of the Interior then in effect for the preservation, reconstruction, restoration or rehabilitation.

Demolition may be considered acceptable only under the following conditions:

1. If the building is so deteriorated that the owner cannot feasibly restore it.
2. No alternative site is available for relocation of the building.

Relocation may be considered acceptable, or even desirable, under the following conditions:

1. If the building is threatened in its present setting because of hazardous conditions and the potential to preserve the building will be enhanced by relocating it.
2. If the building will continue to deteriorate through neglect, or if it is particularly susceptible to vandalism on the original site.
3. If the historic context of the building has been so radically altered that the present setting does not appropriately convey its history, and relocation would enhance the ability to interpret the historic character of the building.

The original condition of the building and its setting must be accurately recorded before removal of the structure. Detailed photographs, notes and drawings must be prepared which accurately record the exterior design, character of interiors, finishes and general structural system. Reference measurements shall be included of overall building dimensions, set backs and relationships to adjacent buildings. A copy of this documentation must be filed permanently with the City.

## **GUIDELINES FOR THE DEMOLITION OR RELOCATION OF STRUCTURES**

1. **Existing Site Conditions.** Demolition or relocation must be merited because of site conditions.
  - a. *It is not the intent of the City to allow demolition or relocation of historic structures simply to facilitate new construction on the original site.*
  - b. *It is the duty of property owners within the City to maintain their historic structures. It is not acceptable that a property owner allow a structure to deteriorate to the point where demolition is the best option. Preservation and rehabilitation in-place is required except in extraordinary circumstances.*
2. **Preservation Potential.**
  - a. *Where the current setting has been radically altered from the historic character, the building may be enhanced if the receiving site is more similar to the historic setting.*
    - 1) Adequate historic documentation of the historic condition must be provided.
3. **Moving Procedures.**
  - a. *Removal procedures must minimize damage to the historic materials.*
  - b. *Removal procedures must minimize damage to surrounding buildings.*
4. **Relocation Site.**
  - a. *The new site shall convey a character similar to that of the historic site in terms of scale of neighboring buildings, materials, site relationships and age.*
  - b. *The building shall be located on the new site in an orientation similar to the historic setting.*
5. **Rehabilitation Plan.**
  - a. *Often termed "mothballing," a building cannot be unoccupied for an extended period of time and secured and weatherized for later rehabilitation. Rather, plans for immediate demolition or relocation shall be submitted and approved. Before relocation of a building may occur, plans to rehabilitate the building once relocated must be submitted and approved, with rehabilitation planned for no more than 60 days after relocation is complete.*
  - b. *A complete rehabilitation plan must be submitted to the HPRC for review using the appropriate guidelines for rehabilitation found elsewhere in this document.*
    - 1) The rehabilitation plan shall be submitted at the same time the application for relocation is submitted.
6. **Replacement Materials.**
  - a. *If subordinate additions or trim must be removed during relocation, these materials must be preserved and re-assembled at the new site if feasible.*
  - b. *Replacement materials, if necessary must match the original material.*
    - 1) A substitute material may be acceptable only if the size, shape, texture and finish conveys the visual appearance of the original material.
7. **Original Site.**
  - a. *After the historic building is removed, redevelopment of the historic site shall commence within 60 days.*

- b. *Impact of the demolition or removal on surrounding properties must be minimized.*
  - 1) Plans for impact mitigation will be considered before granting approval for the proposed work.
  - 2) This may involve cooperation of adjacent property owners.
- c. *The redevelopment plan will be reviewed by the HPRC using the guidelines in Part Three of this document.*



*Demolition can create an undesirable impact on an adjoining structure. Careful planning for mitigation can prevent similar results. The example on the left is one such example of an opportunity for rehabilitation of an adjoining structure that is not to be demolished.*



## PART FIVE – GLOSSARY OF TERMS

**Addition, substantial.** Any new construction which increases the total square footage or foundation footprint of a structure.

**Alignment.** The arrangement of objects along a straight line.

**Alteration.** Any act or process which changes one (1) or more of the exterior characteristics of a designated site, structure, object, or district or a site, structure, object or district eligible for designation.

**Baluster.** A short, upright column or urn-shaped support of a railing.

**Board and Batten.** Vertical plank siding with joints covered by narrow wood strips.

**Bracket.** A supporting member for a projecting element or shelf, sometimes in the shape of an inverted L and sometimes as a solid piece or a triangular truss.

**Building.** A resource created principally to shelter any form of human activity, such as a house. (*See also, Structure*)

**Certificate of Appropriateness (COA).** The official document issued by the Historic Preservation Review Commission approving an application or permit for the erection, moving, demolition, alteration or addition to, or the external construction or external restoration of, any building or structure in the Historic District or any other locally designated site. A COA, once issued, will expire under the same conditions as its associated building permit.

**Character-Defining Features.** A series of design features that, taken together, form the visual identity of an historic district, site or structure. On an historic structure for example, the character-defining features might include the size, materials, details and window and door openings of the building.

**Characteristics.** The visible and tangible attributes of a site, structure, object or district, including but not limited to the architectural design, style, general arrangement and components of all the outer surfaces of a site, object, 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 said site, object, structure or improvement.

**Clerestory.** The upper portion of a display window that is separated from the main window by a frame.

**Column.** A slender upright structure, generally consisting of a shaft, a base and a capital; pillar: It is usually a supporting or ornamental member in a building.

**Commission (HPRC).** The Idaho Springs Historic Preservation Review Commission.

**Contributing building.** In general, a building that is at least fifty (50) years old or older or is associated with significant people or events. A *contributing building* is one eligible for designation, or formally designated, that has significance and that may have experienced some alterations which, while not seriously damaging the exterior integrity of the property, have altered the appearance enough to be noted. These sites, structures, or objects retain enough exterior integrity to contribute to the significant characteristics of the district.

**Cornice.** The continuous projection at the top of a wall. The top course or molding of a wall when it serves as a crowning member.

**Demolition.** Any act or process that destroys in part or in whole an eligible or designated site, structure or object, or a site, structure or object within an eligible or designated district.

**Dentil.** One of a series of small rectangular blocks projecting like teeth from a molding or a cornice.

**Design.** As related to the determination of "integrity" of a property, design refers to the elements that create the physical form, plan, space, structure and style of a property.

**District.** The Historic Preservation District, as defined in Section 22-3 of the Idaho Springs Municipal Code. (see Appendix A of these guidelines) *District* may also mean a geographically definable area possessing a significant concentration, linkage, or continuity of sites, structures, or objects and their surrounding environs united by past events or aesthetically by plan or physical development. A district may also comprise individual elements separated geographically but linked by association or history.

**Eave.** The underside of a sloping roof projecting beyond the wall of a building.

**Elevation.** A mechanically accurate, "head on" drawing of a face of a building or object, without any allowance for the effect of the laws of perspective. Any measurement on an elevation will be in a fixed proportion, or scale, to the corresponding measurement on the real building.

**Façade.** Front or principal face of a building, any side of a building that faces a street or other open space.

**Fenestration.** The arrangement of windows on a building.

**Form.** The overall shape of a structure (i.e., most structures are rectangular in form).

**Frame.** A window or door component. See window parts. *Also*, describes a structure with wood siding, as opposed to brick or other masonry material.

**Gable.** The portion, above eave level, of an end wall of a building with a pitched or gambrel roof. In the case of a pitched roof this takes the form of a triangle. The term is also used sometimes to refer to the whole end wall.

**Historic Resource.** A building, site, structure or object adding to the historic significance of an historic district.

**In-Kind Replacement.** To replace a feature of a building with materials of the same characteristics, such as material, texture, color, etc.

**Integrity.** Results when a sufficient percentage of a structure dates from the period of significance. The majority of a building's structural system and materials shall date from the period of significance and its character-defining features also shall remain intact.

**Kickplate.** The horizontal element or assembly at the base of a storefront parallel to a public walkway. The kickplate provides a transition between the ground and storefront window area.

**Lintel.** A horizontal structural member, such as a beam or stone, that spans an opening, as between the uprights of a door or window or between two columns. Also referred to as a "header".

**Maintenance.** Work done on a site, structure or object in order to correct any deterioration, decay or damage to any part thereof in order to restore the same as nearly as practical to its condition prior to such deterioration, decay or damage.

**Mass.** The physical size and bulk of a structure.

**Masonry.** Construction materials such as stone, brick, concrete block or tile.

**Mullion.** See Window Parts.

**Muntin.** A bar member supporting and separating panes of glass in a window or door. (*See also*, Window Parts)

**New construction.** Any complete construction of a building or any substantial addition to an existing building. A "substantial" addition is one which increases the total square footage or the foundation footprint of the building.

**Noncontributing buildings.** Buildings, regardless of age, which do not possess sufficient significance and/or exterior integrity necessary for designation, and is considered noncontributing to a district, or not eligible to be designated as an individual landmark.

**Orientation.** Generally, orientation refers to the manner in which a building relates to the street. The entrance to the building plays a large role in the orientation of a building; whereas, it shall face the street.

**Paneled door.** A door having a sunken or raised portion with a frame-like border.

**Pediment.** A triangular section framed by a horizontal molding on its base and two sloping moldings on each of its sides. Usually used as a crowning member for doors, windows and mantles.

**Period of Significance.** Span of time in which a property attained the significance. In Idaho Springs, the original Period of Significance is from 1877 to 1920.

**Preservation.** The act or process of applying measures to sustain the *existing* form, integrity and materials of a building or structure, and the existing form and vegetative cover of a site. It may include initial stabilization work, where necessary, as well as ongoing maintenance of the historic building materials.

**Property.** Area of land containing a single historic resource or a group of resources.

**Protection.** The act or process of applying measures designed to affect the physical condition of a property by defending or guarding it from deterioration, loss or attack or to cover or shield the property from danger of injury. In the case of buildings and structures, such treatment is generally of a temporary nature and anticipates future historic preservation treatment; in the case of archaeological sites, the protective measure may be temporary or permanent.

**Reconstruction.** The act or process of reproducing by new construction the exact form and detail of a vanished building, structure or object, or part thereof, as it appeared at a specific period of time.

**Rehabilitation.** The act or process of returning a property to a state of utility through repair or alteration which makes possible an efficient contemporary use while preserving those portions or features of the property which are significant to its historical, architectural and cultural value.

**Relocation.** Moving all or part of a structure or object to a different location.

**Remodeling (exterior only).** The act or process of making over the design image of a building. The appearance is changed by removing original detail and/or by adding new features that are out of character with the original. A remodeling project is inappropriate in the District or on any other locally designated site.



**Renovation.** The act or process of returning a property to a state of utility through repair or alteration which makes possible a contemporary use. The basic character and significant details are respected and preserved, but some sympathetic alterations may also occur.

**Restoration.** The act or process of accurately recovering the form and details of a property and its setting as it appeared at a particular period of time by means of the removal of later work or by the replacement of missing earlier work.

**Roof.** The top covering of a building. Following are some types:

- o **Flat roof** has only enough pitch so that rain water or melting snow can drain.
- o **Gable roof** has a pitched roof with ridge and vertical ends.
- o **Hip roof** has sloped ends instead of vertical ends.
- o **Shed roof** (lean-to) has one slope only and is built against a higher wall.

**Sash.** See window parts.

**Scale.** The size of structure as it appears to the pedestrian.

**Shape.** The general outline of a building or its façade.

**Siding.** The narrow horizontal or vertical wood boards that form the outer face of the walls in a traditional wood frame house. Horizontal wood siding is also referred to as clapboards. The term "siding" is also more loosely used to describe any material that can be applied to the outside of a building as a finish.

**Size.** The dimensions in height and width of a building's face.

**Soffit.** The underside of a part of a building, such as an arch or overhang or beam etc., most commonly used to define the underside of the eave.

**Standing Seam Metal Roof.** A standing seam roof is a roof with vertical panels. Historically, the panels were fitted together with hand rolled seams.

**Structure.** That which is built or constructed, an edifice or building of any kind or any piece of work artificially built up or composed of parts joined together in some definite manner. (*See also*, Building)

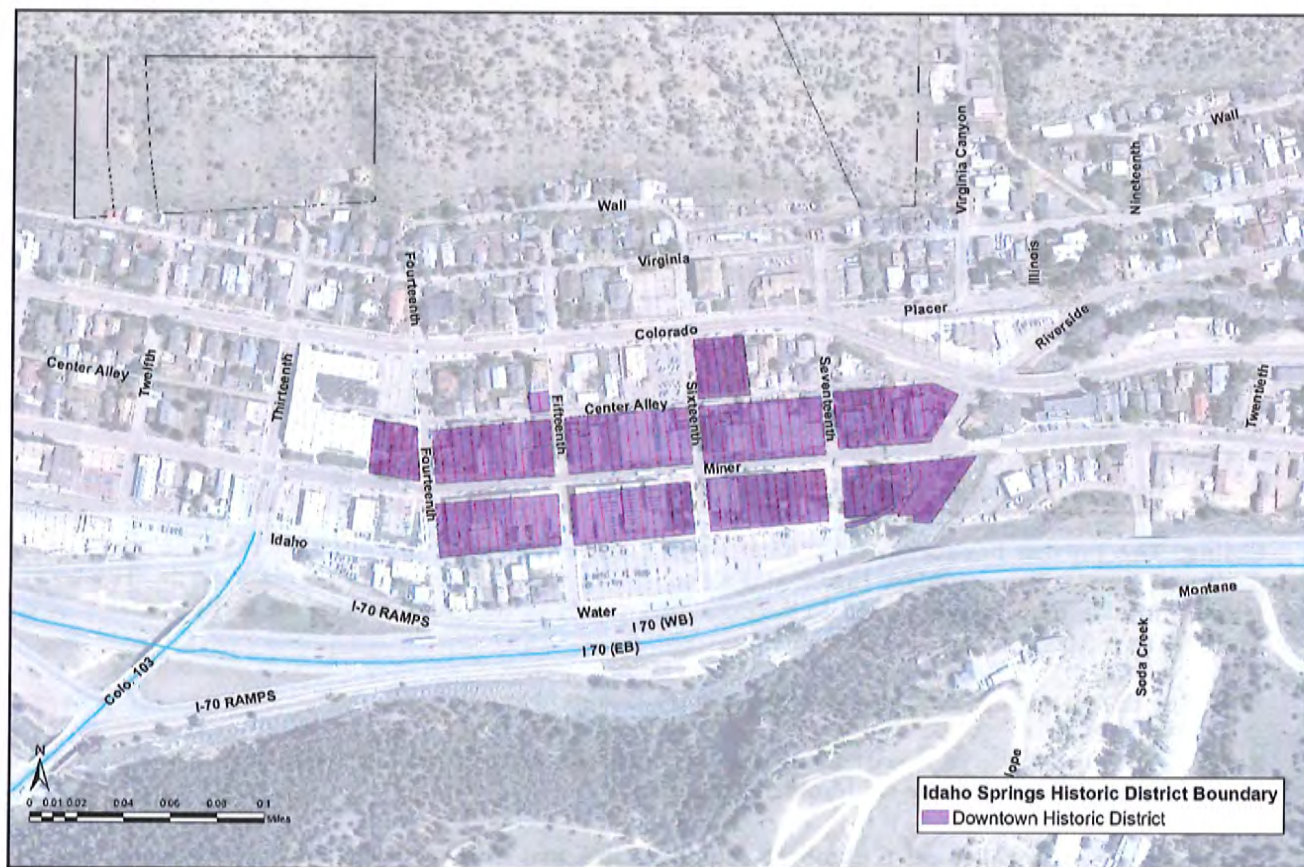
**Traditional.** Based on or established by the history of the area.

**Transom.** A panel of glass above a door or above a casement or double hung window. A *transom* is usually moveable to allow air flow.

**Vernacular.** This means that a building does not have details associated with a specific architectural style, but is a simple building with modest detailing and form. Historically, factors often influencing vernacular building were things such as local building materials, local climate and building forms used by successive generations.

**Window Parts.** The moving units of a window are known as sashes and move within the fixed frame. The sash may consist of one large pane of glass or may be subdivided into smaller panes by thin members called muntins or glazing bars. Sometimes in nineteenth-century houses windows are arranged side by side and divided by heavy vertical wood members called mullions.

## APPENDIX A – Map of Idaho Springs Historic Preservation District



**APPENDIX B – Additional Locally Designated Historic Sites in Idaho Springs**  
(as of 2024)

804 Colorado Blvd., *Private residence*

1520 Virginia Street, *Private residence*

1414 Colorado Blvd. – *Methodist Episcopal Church, United Center*

Charlie Tayler Waterwheel

Illinois and Virginia Streets - *Bryan Hose House*

600 Colorado Blvd. - *Hose House No. 2*

1921 Virginia Street, *Zion Lutheran Church*

302 Soda Creek Road, *Indian Hot Springs*

*Jackson Monument*

*Blue Ribbon Tunnel*

*Steve Canyon Statute*

*Zion Evangelical Church*

*Elks Lodge*

*1711 Miner Street, City Hall*

*Idaho Springs Powder House*

*Map showing Idaho Springs Registered Historic Resources on following page:*





## **APPENDIX C – Designated noncontributing structures within the District**

Based on 1976 survey conducted by the Colorado Office of Archaeology & Historic Preservation

1438 - 1446 Miner Street

1534 Miner Street

1536 Miner Street

1601 - 1607 Miner Street

1608 – 1612 Miner Street

1631 - 1633 Miner Street

1743 Miner Street

## **APPENDIX D – Secretary of Interior’s Standards**

### **Standards for Preservation**

1. A property will be used as it was historically, or be given a new use that maximizes the retention of distinctive materials, features, spaces, and spatial relationships. Where a treatment and use have not been identified, a property will be protected and, if necessary, stabilized until additional work may be undertaken.
2. The historic character of a property will be retained and preserved. The replacement of intact or repairable historic materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.
3. Each property will be recognized as a physical record of its time, place, and use. Work needed to stabilize, consolidate, and conserve existing historic materials and features will be physically and visually compatible, identifiable upon close inspection, and properly documented for future research.
4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.
5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
6. The existing condition of historic features will be evaluated to determine the appropriate level of intervention needed. Where the severity of deterioration requires repair or limited replacement of a distinctive feature, the new material will match the old in composition, design, color, and texture.
7. 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.
8. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.

### **Standards for Rehabilitation**

1. A property should be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
2. The historic character of a property should be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property should be avoided.
3. Each property should 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 architectural elements from other buildings, should not be undertaken.
4. Most properties change over time; those changes that have acquired historic significance in their own right should be retained and preserved.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property should be preserved.
6. Deteriorated historic features should be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature should match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features should be substantiated by documentary, physical, or pictorial evidence.
7. Chemical or physical treatments, such as sandblasting, that cause damage to historic



materials should not be used. The surface cleaning of structures, if appropriate, should be undertaken using the gentlest means possible.

8. Significant archeological resources affected by a project should be protected and preserved. If such resources must be disturbed, mitigation measures should be undertaken.

9. New additions, exterior alterations, or related new construction should not destroy historic materials that characterize the property. The new work should be differentiated from the old and should be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.

10. New additions and adjacent or related new construction should be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

### **Standards for Restoration**

1. A property will be used as it was historically or be given a new use which reflects the property's restoration period.

2. Materials and features from the restoration period will be retained and preserved. The removal of materials or alteration of features, spaces, and spatial relationships that characterize the period will not be undertaken.

3. Each property will be recognized as a physical record of its time, place, and use. Work needed to stabilize, consolidate and conserve materials and features from the restoration period will be physically and visually compatible, identifiable upon close inspection, and properly documented for future research.

4. Materials, features, spaces, and finishes that characterize other historical periods will be documented prior to their alteration or removal.

5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize the restoration period will be preserved.

6. Deteriorated features from the restoration period 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.

7. Replacement of missing features from the restoration period will be substantiated by documentary and physical evidence. A false sense of history will not be created by adding conjectural features, features from other properties, or by combining features that never existed together historically.

8. 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.

9. Archeological resources affected by a project will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.

10. Designs that were never executed historically will not be constructed.

*The complete text of the Secretary of the Interior's Standards and Guidelines for the Treatment of Historic Properties can be found online at*

*[www.cr.nps.gov/hps/tps/Standards/standards\\_complete.pdf](http://www.cr.nps.gov/hps/tps/Standards/standards_complete.pdf)*

*or a photocopy of the entire document can be purchased at City Hall.*

## **APPENDIX E – Application Checklist**

**Applications for review by the HPRC must include the following, along with an application for a building or sign permit.**

***Complete applications must be submitted a minimum of 5 working days prior to a meeting date.***

- ☐ Complete list of exterior materials and finishes with samples of all materials that are different in any way from the original.
- ☐ Drawings. Professional drawings are not required as long as the necessary information is adequately conveyed. *All drawings must contain dimensions.* Two sets of drawings must be submitted. One copy will be returned to the applicant upon approval and issuance of a permit. Drawings shall include the following:
  - ☐ Each affected elevation must be presented.
  - ☐ Scaled drawings must show the dimensions of all existing and proposed features (i.e., windows, doors, total height and width of façade, spacing of columns, roof pitch, chimneys, porches and decks, placement of signs when applicable).
  - ☐ Scale and relation to neighboring structures.
  - ☐ Requests for amendments must be accompanied by new scaled drawings of all affected elevations.
  - ☐ Site plans are required for any new structure, addition, fence, sidewalk, retaining wall, hard landscaping elements or building relocation. Site plans must show the structure's relation to and location on its building site.

**NOTE:** *This checklist is in reference to applications for Certificates of Appropriateness only. The Idaho Springs Building Department may require additional information. Contact City Staff for details.*

**Copies of this Checklist will be provided by City Staff to all applicants prior to submission of any application for review by the HPRC.**





## **History Colorado**

Certified Local Government Program  
Subgrant Program Manual 2025



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## Subgrant Program Overview

Through the State Historic Preservation Office (SHPO), History Colorado administers the U.S. Department of Interior's Historic Preservation Fund (HPF) Program in cooperation with the National Park Service (NPS), an office of the U.S. Department of Interior. Under this program, NPS has specified that at least 10% of Colorado's annual program funds must be subgranted to Certified Local Governments (CLGs). Grants are awarded on a competitive basis and no applicant is guaranteed funding.

Since 2000, Colorado's 10% requirement has been augmented by additional money from the History Colorado State Historical Fund. The anticipated total amount available for Fiscal Year 2025 grants is approximately \$150,000. By extending a CLG subgrant to your project, History Colorado assumes the responsibility for ensuring that public money will be spent appropriately and with the maximum effectiveness. History Colorado is held accountable by NPS for compliance with all applicable federal laws and regulations.

Please note:

- The deadline for grant project completion has been extended from previous years, with June 1, 2027 as the final date for project completion. Please carefully review the grant timeline before preparing your application.
- The grant application includes a specific question regarding Underrepresented Communities (Section 4). Projects that promote the preservation of resources associated with Underrepresented Communities in their local areas have been added to the State Funding Priorities.
- CLG staff should anticipate documenting any cash or in-kind match expenditures throughout the course of their grant project to correspond to the CLG's grant application.

## Eligibility

Only official Certified Local Governments in **good standing** are eligible to participate in this federally-funded grant program. To be in good standing, a CLG must meet the following requirements:

- Have an accurate Annual Report for the most recent fiscal year on file with History Colorado
- Have met previous state contract management obligations, if applicable
- Have completed a work plan to avoid decertification, if applicable

## Grant Types

Two types of grants will be offered for FY25: General and Scholarship. Scholarship grants are offered for specific training opportunities from a separate funding pool and have different requirements than General grants. The requirements for Scholarship grants are detailed in the Scholarship Application. General grants are offered for all other types of eligible projects and are subject to the rules outlined in this Manual. General grant awards are limited to **\$25,000 or less** but CLGs may apply for more than one General grant during the application period.



## Timeline

- Grant Application Available – October 1, 2024
- Draft Applications Due – December 9, 2024
- Applications Due – January 15, 2025 at 12:00 pm
- Award Notifications – March 3, 2025
  - Projects may commence as early as April. Reimbursable work **cannot be initiated** until federal funding is available and a grant agreement is executed between the CLG and History Colorado.
- Projects Completed – June 1, 2027

## Project Requirements

All projects must meet the [Secretary of the Interior's Standards and Guidelines for Archaeology and Historic Preservation](#). Survey projects must also meet the standards detailed in the [Colorado Cultural Resources Survey Manual](#). Consultants who will perform the scope of work for the project must meet the [Secretary of the Interior's Professional Qualifications Standards](#) for the discipline relevant to the project. All aspects of the project must conform to the federal [OMB's Uniform Guidance](#) regarding allowable costs as well as other administrative requirements, federal regulations, and the [Historic Preservation Fund Grants Manual](#) identified in the CLG grant agreement.

## Eligible Project Types

History Colorado has established the following state funding priorities for CLG subgrants:

1. Projects that promote the preservation of resources associated with underrepresented communities, including National and State Register designations supporting History Colorado's [Colorado Heritage for All](#) initiative.
2. Surveys to identify cultural resources in order to complete or update local cultural resource inventories
3. Development of historic contexts for evaluation of resources identified during the survey process
4. Comprehensive historic preservation planning that may include:
  - Development of community-wide preservation plans and survey plans
  - Development of architectural design guidelines
  - Improvement of local historic preservation ordinances
  - Development of community disaster preparedness and resilience plans focusing on historic preservation and cultural resources
5. Nomination of properties to the National, State, or local register
6. Educational speakers, programs, sessions, and conferences for historic preservation commissioners
7. Innovative projects that address the application or development of new methods, tools, or technologies for historic preservation and that have potential for broad application beyond a specific project
8. Public education programs, activities, or publications that create an awareness or understanding of local, state, or federal preservation programs, or that inform broad sectors of the public on preservation issues



## Expenses

All expenses must be within state allowable rates. Current mileage and per diem rates are available [here](#). Four-wheel drive expenses must be justified. Lodging rates are reimbursable at cost.

Staff time for grant and project management may be included as part of an eligible grant project, but it must be included as an in-kind donation, not reimbursable expenses. All donated staff time must fall within federal rates. Costs associated with staff time must be supported by copies of records showing the employee name, dates, hours worked, dollar amount donated, description of work performed, and signatures of the employee and the employee's supervisor

### Eligible Expenses

- Consultant Services
- Supplies and Materials
- Mileage and Travel Expenses

### Ineligible Expenses

- Commemorative markers or plaques
- Staff time, but it may be reported as an in-kind donation
- Acquisition and development (purchase of buildings/structures and construction)
- Food/drink associated with events (this does not include per diem for consultants)

## Scope of Work

History Colorado strongly advises applicants to consult with History Colorado staff when developing project proposals and to discuss the project scope of work and budget with a professional consultant prior to submitting an application. Grant application reviewers are better able to determine if project costs are reasonable if they are based upon recent estimates. Providing estimates with your application ensures that reviewers will understand the costs associated with your project and that sufficient funds have been requested to complete the proposed scope of work. If you have multiple estimates, base your budget on the highest estimate received. When applicable, include the basis (metrics) used to determine budget figures, for instance, reconnaissance survey of 30 sites @ 5 hours x \$50 per hour = \$7,500.

Including three (3) estimates for the work to be performed in the grant application is recommended, but not required. Once awarded, CLGs will be required to show documentation that they sought proposals from at least three qualified consultants. This can be completed either during the application process, or after a project is awarded. If you have chosen a consultant or narrowed the field, History Colorado advises that you provide that information in the grant application. If a consultant has been selected, you must provide evidence in your application that two additional estimates were received and considered prior to making your selection.

## Match Requirements

No match is currently required for Colorado CLG subgrants; however, a statement describing the nature of any match—cash or in-kind/volunteer—may make the application more competitive. Many successful past applicants have provided a cash match or in-kind/volunteer match. All volunteer/in-kind hours must be fairly valued and consistent with those regular rates paid for similar work.

In the case of partial funding, all cash and in-kind/volunteer matches included as part of the application will remain the same percentage of the project total.

*Please note:* Because a portion of the funds awarded to CLG grant recipients is provided by the State Historical Fund, CLG grant funds cannot be used to match State Historical Fund grants.

## Consultant Services

Consultant services are defined as services necessary for the completion of the project that are subcontracted by the CLG. The CLG must follow the requirements of [Title 2 Part 200.318 of the Code of Federal Regulations](#) when arranging for this type of service. Documentation of this process (procurement standards) is subject to audit. Consultants are required to register with SAM.gov and possess a Unique Entity Identifier (UEI) prior to subcontracting with the Certified Local Government.

## Standards & Guidelines

Because CLG subgrants are funded by the U.S. Department of Interior's Historic Preservation Fund (HPF) and History Colorado, the scope of work and grant administration must adhere to certain standards and guidelines. All work must meet the Secretary of the Interior's Standards and Guidelines for Archaeology and Historic Preservation. Survey projects must also meet the standards established by History Colorado and detailed in the Colorado Cultural Resources Survey Manual. Work not meeting the Secretary of the Interior's Standards in the judgment of History Colorado staff shall not be reimbursed. The following documents contain other relevant standards and guidelines for CLG subgrants:

- [Historic Preservation Fund Grants Manual](#) (Chapter 9, Section K)
- Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards ([2 CFR 200](#))
- [Colorado CLG Handbook](#)
- [Secretary of the Interior's Standards and Guidelines for Archaeology and Historic Preservation](#)
- [Secretary of the Interior's Professional Qualification Standards](#)

## Application Instructions

The CLG Grant Application is short and concise, consisting of a completed application form, narrative-form responses to application questions, a detailed combined scope of work and budget, recent W-9, and associated attachments that help explain the project, such as photos, maps, or consultant estimates. The free [Adobe Reader](#) program is needed to complete the application. Applications must be submitted in PDF format via email by the application deadline. If you need help creating PDFs of your application documents, contact History Colorado staff for assistance. You are encouraged to submit draft applications for History Colorado staff comment prior to the application deadline. Please submit draft applications to [lindsey.flewelling@state.co.us](mailto:lindsey.flewelling@state.co.us) for review by December 9, 2024.

Applications must be sent via email to [lindsey.flewelling@state.co.us](mailto:lindsey.flewelling@state.co.us) by 12:00 noon on January 15, 2025. Applicants should use the "request a read receipt" function of their email application to



confirm that History Colorado has received the submittal. **History Colorado will not accept mailed or faxed CLG grant applications or applications emailed to any address other than [lindsey.flewelling@state.co.us](mailto:lindsey.flewelling@state.co.us). Incomplete applications will be determined ineligible and the applicant will be notified.**

## Project Information

This section provides the basic information for your grant project and all fields are required. The Name of CLG is the name of your local government (e.g. Town of Sample), not the name of the Historic Preservation Commission. A local government staff person must be identified as the grant recipient contact and their contact information provided. This person will be the primary contact for all matters related to the grant application and agreement, if awarded. The Chief Elected Official is the Mayor or Police Judge for a municipality or chair of the Board of County Commissioners for a county. All local governments are required to register with [SAM.gov](https://sam.gov) and obtain a Unique Entity Identifier (UEI) prior to any grants being awarded.

## Signatures

Three signatures are required for an application to be considered complete to ensure that your project will be successful if funded. The local government staff person responsible for the grant will need to acknowledge that they have read and understand the CLG Subgrant Program policies before signing. The grant application must also be signed by the chair of the Historic Preservation Commission and the Chief Elected Official. CLGs should follow their local government procedures when obtaining signatures for grant applications, which may include a formal vote at a public meeting for the Historic Preservation Commission and/or board of elected officials.

## Project Selection

Describe why you have selected this project and why it is a priority for your CLG. A successful CLG grant project will follow your local planning efforts, fulfill your responsibilities as a CLG, be proactive rather than reactive, and is supported by your community.

- Describe how your project will support and inform other current critical preservation efforts in your community.
- If your CLG has a preservation plan or comprehensive plan, how is this project a part of that plan?
- Describe any relevant work or previous phases that have been completed for this project.
- Explain the preservation opportunities that will be affected if the project is not funded.
- Explain any threats to the resource(s) around which your project is centered. Be sure to mention if your project will help to mitigate or eliminate threats.
- Why is the project important for the resource(s) and/or community?
- Demonstrate that all planning is complete and all partnerships are in place. Explain how the project momentum, mobilization, and/or project participants/partners will be affected if funding is not awarded now.
- If other funders are committing to your project, does your cash match need to be spent during a specific period?
- If this project lays the groundwork to meet goals in the future, explain how the proposed project is the next logical step or natural culmination of a multi-phased effort.



## Project Team

Describe the project participants, their qualifications, preservation experience, and role in the project.

- What other recent preservation projects has your CLG undertaken?
- Who will manage the grant? What other grants have they managed?
- What roles will CLG staff and/or HPC members play in this project?
- Have you consulted with History Colorado staff and/or qualified consultants?
- Who will serve as the project lead?
- Who will perform the scope of work? Do they meet the Secretary of the Interior's Qualification Standards?
- Are you pursuing this project jointly with other groups? If so, describe your partners and their role(s).

## Project Description

Describe the work to be done in detail.

- What work will be performed?
- Has previous work been done in the project area or at the project site?
- What historic resources are involved (if any)? Provide a brief history of the project site or survey area along with photos and maps.
- How many resources will be addressed by the project?
- What is the historic significance of these resources?
- Are the resources historically designated? If so, at what level?
- What preservation practices will be used?
- How will the Secretary of the Interior's Standards and/or the Historic Preservation Fund Grant Manual requirements be upheld?

## Underrepresented Communities

Describe how this project will promote the preservation of resources associated with underrepresented communities in your local area, which may include resources related to BIPOC, women, LGBTQ+, and people with disabilities. This includes communities that are not well represented in current preservation practices including survey, designation, and public education.

- Describe why this community was determined to be underrepresented within your CLG's jurisdiction.
- Is the community underrepresented locally, statewide, or nationwide?
- What work has been done previously, if any, to promote the preservation of resources associated with this community?
- Will relationship-building and/or public outreach with this community be part of the grant project?
- Describe how this project was developed by, with, and/or for the underrepresented community.
- Describe if this project supports History Colorado's [Colorado Heritage for All initiative](#).

## **Timeline**

Describe the timeline of your project, keeping in mind limitations such as weather, professional schedules, and deliverable review time. You are not permitted to begin work on your project under any circumstances until your agreement with History Colorado is finalized. History Colorado's agreement schedule is dependent on Congress and the National Park Service and the date that HPF funding is available to SHPOs for disbursement to CLGs changes annually. We expect CLG grant agreements to be finalized by June 2025. Projects must be fully completed by June 1, 2027. For these reasons, we recommend basing your timeline on a project start date of June 2025 and project completion date of May 2027. Please note that History Colorado guidelines allow up to 30 days for staff review of project deliverables.

## **Public Benefit & Outreach**

Describe the public benefit of your project. Address the following questions and include any other pertinent information.

- What will the community gain from this project?
- Does the community support this project? How do you know? Providing letters of support will help strengthen your application.
- How will the project enhance the preservation ethic or highlight the importance of preservation?
- How will the community know the project is being undertaken?
- Is there a way for community members to become directly involved?
- How will the results or findings of the project contribute to the community's understanding of its historic resources?
- How will the results or findings be publicized?

## **Combined Scope of Work & Budget**

The scope of work demonstrates to reviewers how your project will unfold and that you have considered all of the elements required to complete a successful project. The scope of work should mirror your timeline and project description.

### Components and Line Items

Please break out the components of your project into line items using the outline provided. All of the components should be thoroughly described in your Project Description (Section 3) and found in your Timeline (Section 5).

### Costs

Each line item should have a cost calculation or a cost that is directly sourced from one set of your project bids or estimates. All bids and estimates should be provided as attachments.

### Description

Provide a brief list (3-4 lines) of tasks associated with each line item in the description box below. If there are more tasks associated with a line item than will fit in the description box, please break out the component into more than one line item or continue your description using the following budget line and corresponding description box. (e.g. A. Fieldwork and B. Fieldwork continued).

### Supplemental Information

In addition to the required Scope of Work and Budget Form, you may submit a supplemental Scope of Work and Budget in your own format to provide additional description of each project component if you think it will help reviewers better understand your project.

### **State Preservation Plan**

Please select at least one goal and three objectives of the [State Preservation Plan](#) that your project supports.

- GOAL A: Preserving the Places That Matter
- GOAL B: Strengthening and Connecting the Colorado Preservation Network
- GOAL C: Shaping the Preservation Message
- GOAL D: Publicizing the Benefits of Preservation
- GOAL E: Weaving Preservation Throughout Education
- GOAL F: Advancing Preservation Practices

### **Attachments**

Applicants are required to submit a recently completed [IRS Form W-9](#) with their application. If no W-9 is included, your application will be considered incomplete and ineligible for funding. It is strongly recommended that you provide estimates, photographs, maps, plan excerpts, and letters of support when applicable.

**Estimates** demonstrate to reviewers that you have discussed your project with a qualified professional and that your budget and scope of work are accurate and reasonable. You may include more than one estimate.

**Photographs** assist reviewers in understanding the resources involved in your project. For survey projects, please provide representative photos of the properties to be surveyed. For nominations, please provide multiple photos of the property or properties being designated.

**Maps** can illustrate survey boundaries or the location of a property being designated. If you have identified specific properties in a survey area to be surveyed, you should consider including a list of properties in addition to a map.

**Plan Excerpts** should be taken from your Survey Plan, Preservation Plan, or Comprehensive Plan to demonstrate that this project is part of a larger planning effort. Please only include an excerpt rather than the full plan. You may also include a link to the plan if it is available on your website with a page number reference.

**Letters of Support** should be provided to demonstrate public support for your project. For surveys or nominations, it is especially beneficial to include a letter of support from property owners. One thoughtful letter is more helpful than multiple generic letters. Letters should not be provided from your own organization as your support is assumed through completion of the grant application. Letters of support must be submitted with the application and will not be accepted if sent directly to History Colorado.



## **Application Process & Scoring**

### **Review Process**

1. Application processed by History Colorado staff
2. Application scored by 3 History Colorado reviewers
3. Reviewers meet to discuss funding recommendations
4. State Historic Preservation Officer approves final grant awards

When grant applications are received, they are first processed by staff and checked for completeness. Incomplete applications will be determined ineligible and the applicant will be notified. If time allows, CLGs may submit a corrected application as long as it is submitted before the final deadline. For this reason, it is recommended that applications be submitted as early as possible.

After processing, each application is assigned to three History Colorado staff members for review and scoring. Reviewers complete a Grant Review Worksheet for each grant using the established grant criteria and scoring method described below. This sheet includes scores for each section of the application, comments, and a recommendation for full funding, partial funding or no funding. Grant Review Worksheets are available to all applicants upon request and are automatically provided for declined applications.

All applications are ranked by their total score in preparation for the grant review meeting, which typically occurs in February. All grant reviewers are invited to this meeting where each grant is discussed and the group votes on a proposed list of grants to fund. This list is then provided to the State Historic Preservation Officer for review and final approval.

### **Criteria**

Grants are reviewed and scored based on the following criteria and points:

1. Project Selection (15 points)
2. Project Team (10 points)
3. Project Description (20 points)
4. Underrepresented Communities (10 points)
5. Timeline (5 points)
6. Public Benefit and Outreach (15 points)
7. Combined Scope of Work and Budget (20 points)
8. State Preservation Plan (5 points)

If grant application reviewers believe that there are more projects worthy of funding than available money, they may consider certain non-scored factors. These non-scored factors may include past performance on other CLG requirements such as timeliness in submitting minutes, annual reports, and state tax credit reports, and equity issues such as geographic representation, number of grants awarded in previous years, and maturity of a local program. Cash or in-kind match may also be considered. Projects requesting funding for segments of a long-term project are not guaranteed funding for future phases. Each year's grant application will be judged on its merits for the current phase of the proposed project. Applications that are recommended for funding may be fully or

partially funded. For example, a grant application for the survey of 30 properties may be awarded for only 20 properties.

### **Award Notifications**

Award decisions will be announced on March 3, 2025. Applicants will receive an award letter and a Risk Assessment Form via email, which must be completed and returned before the grant agreement can be executed. Email is the primary method of communication for CLG grants so please ensure that the assigned staff person monitors the email address provided in your application. **You may not begin work on your project until you have received your grant agreement.**

### **Reapplications**

If your application is declined, you will be contacted by History Colorado staff to discuss the reason(s) for declination and will be provided with the Grant Review Worksheets for your application. You are encouraged to utilize this feedback in preparation for reapplication. CLGs may reapply the following year with a revised application for the same project.

## **Grant Administration**

During the administration of funded projects, it is imperative that adequate and thorough records are maintained. It is also essential that the applicant have the capacity to comply with reporting deadlines on the programmatic and financial aspects of the project in accordance with an agreed upon schedule, as well as if the project were to be audited.

### **Procurement/Bidding**

CLGs are required to show documentation that they sought proposals from at least three qualified consultants for their project. This process may occur before the grant application is submitted, after award notification, or after the grant agreement is received. CLGs should follow the procurement procedures of their local government when seeking proposals or estimates from consultants. Three proposals do not have to be received, but CLGs must demonstrate that they solicited proposals from at least three qualified consultants.

If this process has not been completed prior to the grant application submission, we highly recommend beginning this process upon award notification so that your consultant is in place when your grant agreement is finalized. CLGs **must be under contract with their selected consultant within 60 days of receipt of their fully executed grant agreement**, otherwise their funds will be forfeited. This ensures funding is allocated to projects that will be completed within the timeframe required for these federal funds. CLGs may enter into either a flat fee contract or a non-flat fee contract with their selected consultant.

### **Agreements**

Funded applications require a non-negotiable Intergovernmental grant agreement between History Colorado and the CLG subgrantee. The agreement includes the federal requirements for the CLG subgrant and State of Colorado terms and conditions. You are not permitted to begin work on your project under any circumstances until your agreement with History Colorado is fully executed, which



is dependent on Congress and the National Park Service. However, you may work on non-reimbursable aspects of the project such as issuing a Request for Proposals (RFP) or selecting a consultant. The date that HPF funding is available to SHPOs for disbursement to CLGs changes annually but we expect agreements to be finalized by June 2025.

The State of Colorado utilizes an agreement that does not require any signatures. For a sample CLG grant agreement, contact Breanne Nugent at (720) 646-0608 or [breanne.nugent@state.co.us](mailto:breanne.nugent@state.co.us). History Colorado staff will provide you with a draft of the exhibit documents for your review and comment before the agreement is finalized. The exhibits of the agreement (Exhibit A: Scope of Work, Exhibit B: Budget, Exhibit C: List of Submittals) will outline the work to be completed, timeline for project reports and deliverables, as well as the budget structure.

Upon receipt of your fully executed agreement, you may proceed with your project.

## Deadlines

It is the responsibility of the CLG to adhere to the deadlines outlined in the exhibits of their grant agreement. Due to the funding structure of CLG grants, **there are no extensions**. It is ***strongly recommended*** that CLGs provide explicit deadlines in their subcontract with the consultant so that the CLG may enforce these deadlines in the execution of their contract.

## Project Team

History Colorado provides a staff of two or more people to support each CLG Subgrant. Staff will be introduced during the Kick-off Meeting. The Project Team is comprised of the following members:

- The **Preservation Planner** is the primary point of contact for CLG grants, reviews all deliverables for your project, and should be copied on all communications.
- The **Contract Specialist** is responsible for preparing the grant agreement and processing all payment requests. All questions regarding agreements, payments, and documentation should be directed to this person.
- The **Project Specialist(s)**, if assigned, is responsible for reviewing specific deliverables in their specialized field(s). Their level of involvement in your project will depend on the project type and will be discussed at the Kick-off Meeting.

Each CLG will provide their own Project Team, depending on the needs of the project. A typical project will include the following personnel:

- The **Local Government Staff** is the person responsible for the successful execution of the grant project on the local level. This person manages the consultant, submits deliverables and payments requests, and represents the local government on all matters related to the project.
- The **Consultant(s)** is the individual(s) or company that completes the items outlined in the Scope of Work.
- The **Historic Preservation Commission** has no defined responsibilities, but, at a minimum, should be involved in the public outreach portion of the project and should be kept apprised of the project's progress.



## Payments

- The advance payment may be requested upon approval of deliverables outlined in the grant award. No funds need to be expended to receive this payment.
- Interim payments may be requested once the deliverables outlined in the grant agreement have been approved.
- The final payment is a reimbursement only.
- All costs must be for obligations incurred during the grant award period. Obligations made prior to the start date or after the ending date of the agreement will not be approved or reimbursed.
- All costs must represent expenditures that are necessary to the accomplishment of approved grant objectives and as agreed to in the agreement.
- All expenses must be within state allowable rates, as listed in Reporting Expenses.
- No changes or revisions to the project budget may be made without prior written request to and approval from History Colorado.

### Reporting Expenses

The structure of a consultant's contract with the CLG will determine the level of documentation required. Consultant invoices generated from flat fee contracts should include a list of tasks and invoiced amount. If the contract between the CLG and consultant is a non-flat fee contract, the CLG is responsible for reporting hourly rates for the consultant. All costs must be supported by copies of invoices. Consultant invoices generated from non-flat fee contracts should include more detailed information about the consultant's hourly rates, travel expenses (mileage, per diem, lodging), and a breakdown of all other expenses. In-kind/volunteer contributions must be accompanied by a ledger of hours worked and rate used. Current mileage and per diem rates are available [here](#). Four-wheel drive expenses must be justified. Lodging rates are reimbursable at cost, but must be reasonable.

### Supplies and Materials

Purchased supplies and materials are those bought specifically for the project. The CLG must follow the requirements of the federal [OMB's Uniform Guidance](#) in the purchase of supplies and materials. Documentation of this process is subject to audit. When not included in flat fee contracts, supply/materials reimbursement requests must be supported by invoices/receipts.

### Mileage and Travel Expenses

Mileage costs may be charged to the grant budget for necessary costs incurred. Costs included for reimbursement must be supported with information as follows:

- Project personnel name
- Date of travel
- Purpose of travel
- Number of miles traveled and rate per mile claimed (see Reporting Expenses for current rates).

Other travel costs that are approved must be supported by actual travel expense documents up to the maximum agreed upon in the agreement. Travel expenses should be broken out when CLG has not entered into a flat fee contract with the consultant.

## Forms & Reports

The following forms are required for the administration of your CLG Subgrant and can be downloaded [from our website](#). All forms should be submitted to the Preservation Planner for review.

- **Subcontract Certification Form** ensures that your contract with your selected consultant(s) complies with the terms of your grant agreement with History Colorado. Please certify each item by initialing and providing relevant page numbers, where requested. This form should be completed and signed by the Local Government Staff person responsible for the grant. This form may be submitted via email.
- **Payment Request and Financial Report Form** is used to request payment from History Colorado and report expenses for your project. You should refer to Exhibit C of your grant agreement to find payment amounts and the deliverables that must be submitted before payment can be requested. Documentation of reported expenses must be included. This form and all expense documentation may be submitted via email.
  - Payments are typically processed 2-4 weeks after receipt and approval of a submitted Payment Request and Financial Report Form.
  - All payments are processed via electronic funds transfer. Contact [bcreanne.nugent@state.co.us](mailto:bcreanne.nugent@state.co.us) to verify or change bank information or to provide specific notes or instructions to help your accounting staff know where to direct the funds.
- **Progress Report and Final Project Report Forms** summarize the information that must be provided for grant reporting. The information is used to help us identify ways that we may better serve you and to gather important information relative to the benefits of the Certified Local Government Subgrant Program in Colorado. Progress Reports and Final Project Reports may be submitted via email.

## Deliverables

All deliverables should be submitted via email to the Preservation Planner for review by the deadline provided in your grant agreement. Please include the grant deliverable number(s) from Exhibit C of your grant agreement in the subject line of the email. Deliverables that require review by a Project Specialist will be forwarded by staff. It is important that you understand what is required for each deliverable in your contract to ensure you may request payments in a timely manner. Every CLG grant project requires, at minimum, the following five deliverables:

- Documentation of 3 bids (see Procurement/Bidding for more information)
- Consultant Resume(s) (to ensure that selected consultants meet the required Standards)
- Subcontract Certification Form
- Kick-off Meeting (between History Colorado staff, CLG staff, and the selected consultant)
- Final Project Report

Other project deliverables will be specific to the project type and will be outlined in your contract.

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(Photo by Lindsey Flewelling).



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