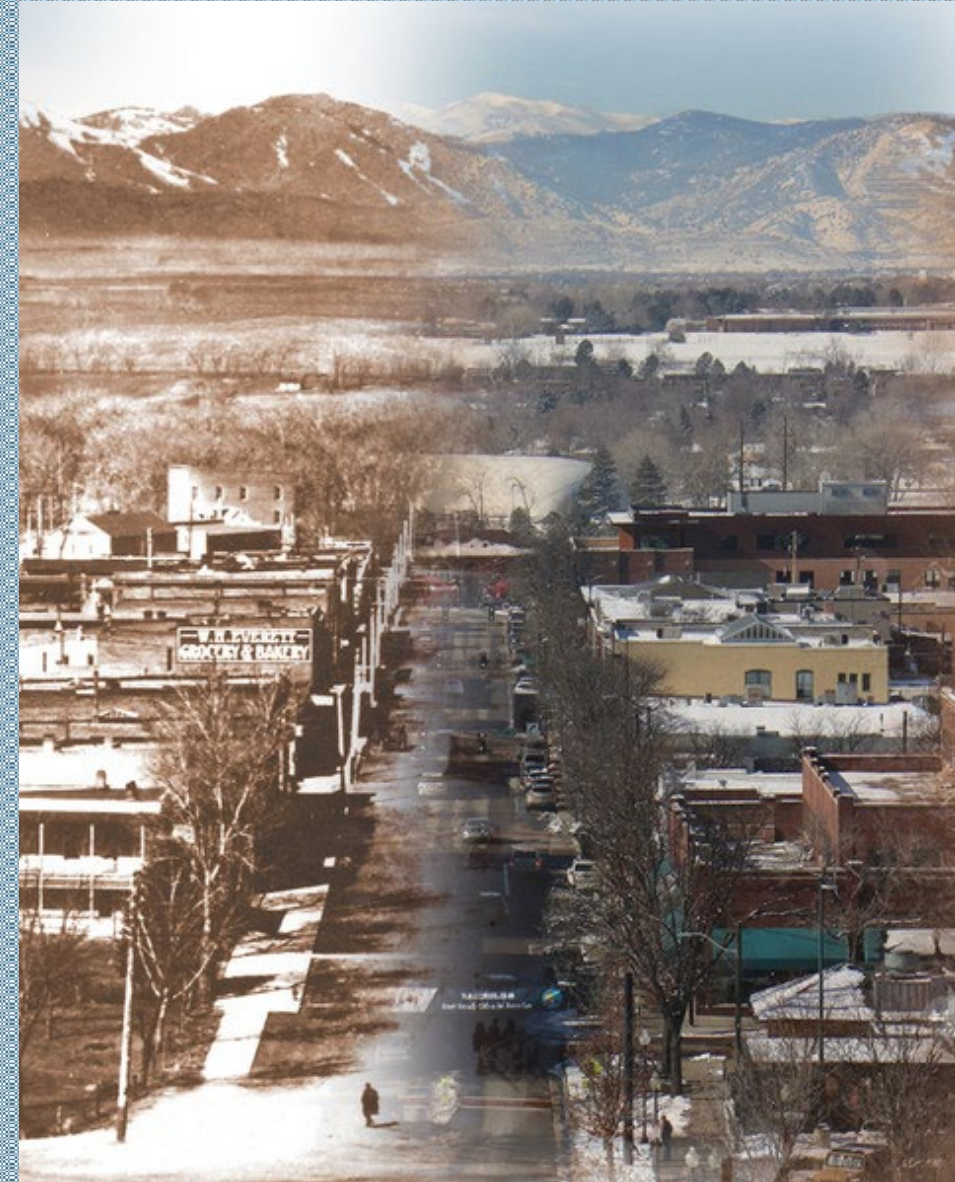


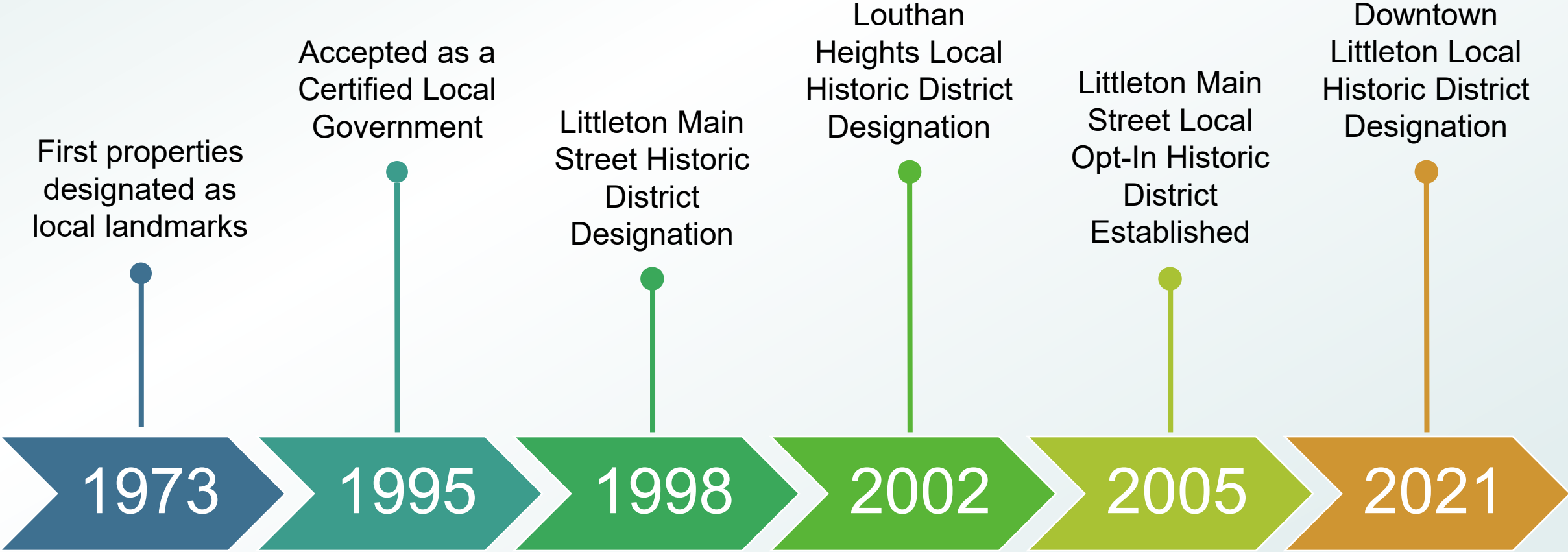
Historic Preservation Program and Process Overview

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Historic Preservation in Littleton



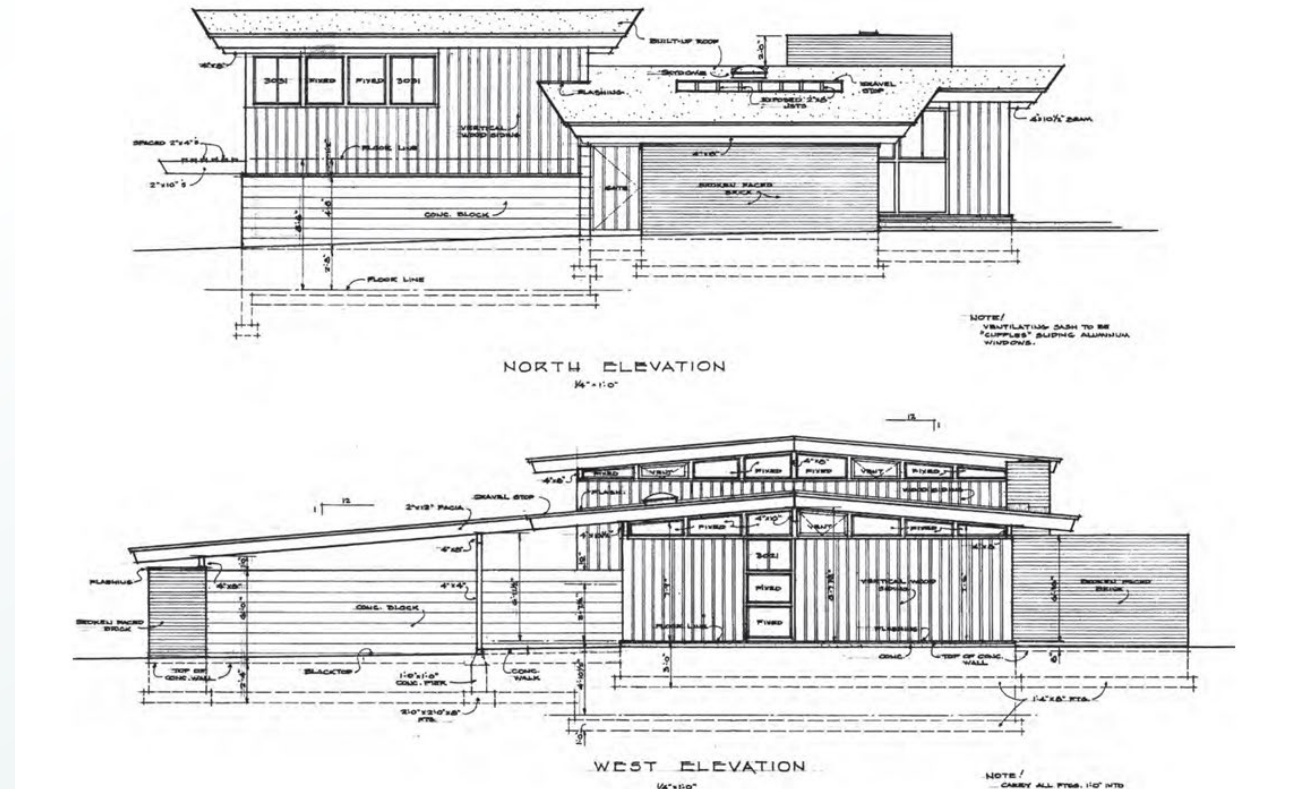
Program Overview

- Certified Local Government
- Local Designations
 - 2 Historic Districts
 - Littleton Downtown Historic District
 - Louthan Heights Historic District
 - 30 Local Landmarks



Program Overview (cont'd)

- National Register Designations
 - 2 Historic Districts
 - Arapaho Hills Historic District
 - Littleton Main Street Historic District
 - 4 Individually Listed Properties

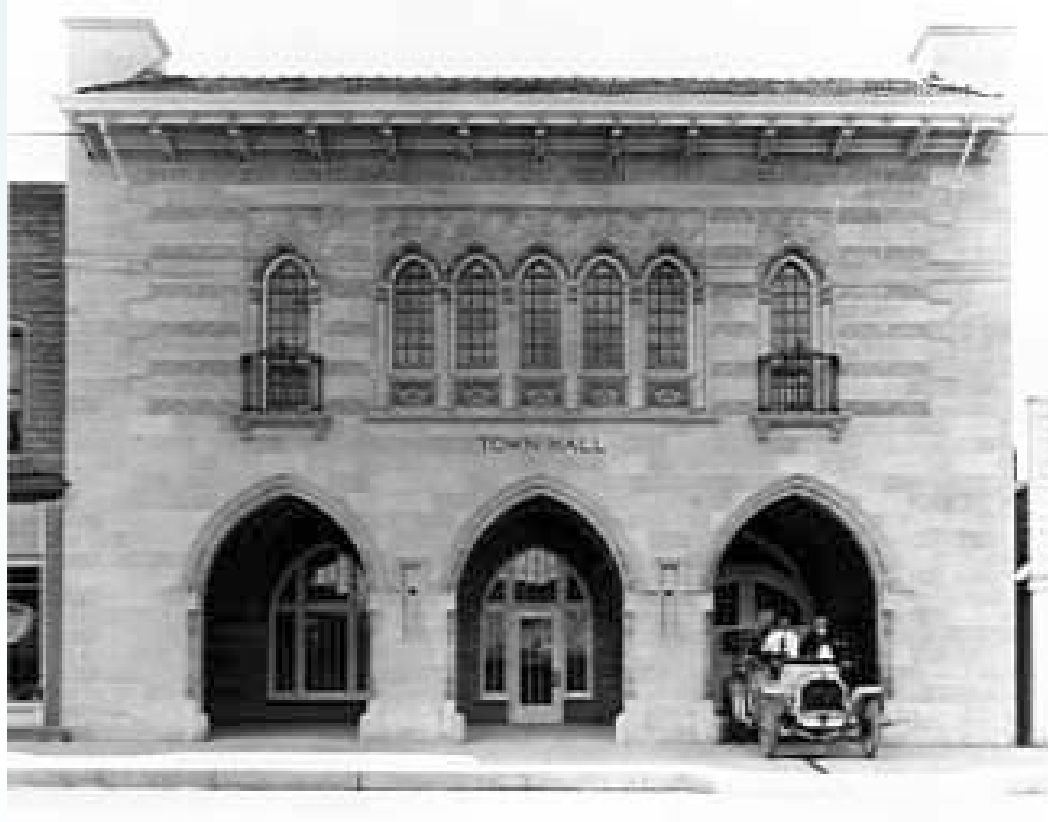


Program Overview (cont'd)



- **Key differences**
 - **National Designation**
 - Federal and State Tax Credits
 - No regulatory protection provided
 - Exception if project uses federal money
 - **Local Designation**
 - Provides regulatory protection
 - State tax credits and grant opportunities
 - Specific to Colorado

Process Overview: COA



- Pre-application meeting with applicant
 - Guidance based on decision criteria and design guidelines (if applicable)
 - Downtown Littleton Historic Preservation Design Guidelines
 - Louthan Heights Historic District Design Guidelines
 - Downtown Littleton Design Standards
 - Guidelines for Replacement of Historic Windows
 - Secretary of the Interior Standards for Rehabilitation
 - Decision Criteria
 - Administrative or HPC approval determination
 - Major-Minor Chart
 - Reviews application and plan set drafts
- Application submitted
 - Iterative process of review, expedited timeline
 - Each review generally takes no more than two weeks

Process Overview: Agenda Items

- Applicant Deadline – 34 days prior to hearing
- Commissioner Deadline – 23 days prior to meeting/study session
 - Agenda requests may be made at meetings/study sessions
 - Email HPC Chair
 - Email staff liaison
- Deadlines allow for packet creation
 - Research (if needed) and develop agenda item
 - Legal noticing for public hearings
 - Internal review – leadership, CAO, and City Clerk
 - Packet formatting, finalization, and publishing



Process Overview: COA (con't)



- Public Hearing
 - Discussion of project and analysis of decision criteria
 - HPC may approve, approve with conditions, or deny
 - Finalize plan set for signature
 - Update with any conditions, owner signature
 - HPC Chair and Deputy City Clerk sign for the city
- Administrative Approval
 - Follows same process as HPC approved COA up to the public hearing
 - Generally, a shorter process due to no public hearing
 - No noticing is required
 - Staff may elevate an application to the HPC
 - Director signs final plan set

Process Overview: Local Designation

- Pre-application meeting with applicant
 - Guidance for eligibility based on significance, integrity, and decision criteria
 - Explanation of process and required meetings
 - Determination of consensual vs. non-consensual designation
 - 51% of property owners must consent for a district designation to be taken before the HPC
 - 25% of property owners must provide consent for an application to be submitted
 - Without property owner(s) consent a site/district must possess “overwhelming significance” to be considered



Process Overview: Local Designation (con't)

- Two neighborhood meetings are held
 - Prior to first submittal and after completion of first review
- Recommendation from HPC
 - Tied to decision criteria
- Final decision to designate lies with City Council
 - Approved via ordinance
 - Requires two readings
 - Second reading includes public hearing and final decision



Process Overview: COD and Economic Hardship



- Certificate of Demolition
 - Follows same process as a COA
 - COA for proposed new development must be obtained prior to issuance of COD
 - Must meet all decision criteria
 - Exception for imminent hazard or economic hardship
- Certificate of Economic Hardship
 - May only occur after a COA or COD are denied
 - Must provide evidence that the denial of the COA/COD prevents a profitable use of the designated property
 - Hardship claims cannot be tied to a self-created hardship

Process Overview: Demolition by Neglect



- Property must meet at least one characteristic of demolition by neglect, as outlined in the code
- Property owner, lessee, or occupant is notified by city of the need for repair
 - City assists with determining how to preserve the property
 - Work on property must be completed within 90 days
 - Extension may be granted by HPC for good cause
- City Attorney may file a complaint in municipal court for failure to maintain a historic property after notification process

Process Overview: Guidelines and Reviews



- Design guidelines and standards
 - Applied to designated properties
 - Best practice: include engagement with affected property owners and occupants in development
 - HPC recommends approval to City Council of design guidelines and standards
- New applications types, required reviews, or processes will likely require amendments to the Unified Land Use Code
 - HPC recommends code change to the Planning Commission (PC)
 - PC recommends approval of code change to City Council
 - City Council adopts ordinance detailing code change