



# CERTIFICATE OF HISTORIC APROPRIATENESS

## INSTRUCTIONS

### General Information

Following the designation of a local historic landmark, any exterior work, with the exception of routine maintenance, requires also applying for a certificate of historic appropriateness (COHA) through the Historic Landmark Board. Per the Broomfield Municipal Code, Chapter 17-76-100, a COHA shall be required for any exterior work other than maintenance and repair on a property subject to historic designation. It shall be unlawful for any person to perform any work, other than maintenance and repair, without having first obtained a COHA. A COHA is required in order to obtain a building permit, or any other permit granted for the purposes of constructing, altering, moving, or demolishing landmarked structures and is required whether a building permit or other permit is also required. Exterior work that is determined to be routine maintenance (minor work) will not be required to obtain a COHA.

---

### Criteria Associated with the Determination of Certificate of Historic Appropriateness (COHA)

The Historic Landmark Board (the "Board") references the [Broomfield Municipal Code \(BMC\), Chapter 17-72-100](#) to determine if an intended action to a landmarked building is either appropriate or inappropriate. In determining whether to issue a COHA, the Board considers the following criteria:

1. The effect of the proposed change on the general architectural or historic character of the structure or district;
2. The architectural style, arrangement, textures, and materials used on existing and proposed structures and their relation to other structures in the district, if applicable;
3. The uniqueness of the structure and how it ties in with the history of the area;
4. The size of the structure, its setbacks, its site, location, and the appropriateness thereof, when compared to existing nearby structures and the site;
5. 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;
6. The effect of the proposed work on the protection, enhancement, perpetuation, and use of the structure, area, or district;
7. The condition of the existing improvements and whether they are a hazard to the public health or safety;
8. The economic viability of maintaining the structure or area as is;
9. Whether the property shall 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;
10. Whether the historic character of a property is being retained and preserved;
11. Visual compatibility with designated historic structures located on the property in terms of design, finish, materials, scale, mass, and height. When the subject site is within a historic landmark district, the Board must also find that the proposed development is visually compatible with the development on adjacent properties. For the purposes of this chapter, the term compatible shall mean consistent with, harmonious with, or enhancing the mixture of complementary architectural styles of either the architecture of an individual structure or the character of the surrounding structures.



# CERTIFICATE OF HISTORIC APROPRIATENESS

## Criteria for Alterations or Changes

Per the [BMC, Chapter 17-72-100](#), the following criteria shall apply to all alterations or changes made to landmarked properties, sites or structures:

- (1) Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.
  - (2) The removal or alteration of any historical material or distinctive features shall be avoided when possible.
  - (3) Deteriorated historic features shall be repaired rather than replaced when possible. When the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
  - (4) Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
  - (5) Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
  - (6) New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property and shall be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic landmark and its environment would be unimpaired. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
  - (7) All historic or contributing buildings, structures, and sites shall be recognized as products of their own time and place. Changes that may have taken place in the course of time are evidence of the history and development of a building, structure, site, or environment. These changes may have acquired significance in their own right, and shall be retained and preserved. Alterations that have no historical basis and which seek to create an earlier or nonlocal appearance shall be discouraged.
  - (8) Every reasonable effort shall be made to provide a compatible use for a property that requires minimal alteration to the defining characteristics, as identified in the application for designation, of the building, structure, or site and its environment, or to use the property for its originally intended purpose.
-



# CERTIFICATE OF HISTORIC APROPRIATENESS

## APPLICATION PROCESS



### STEP 1: APPLICATION SUBMITTAL AND ACCEPTANCE

The applicant must submit a complete application packet that consists of the following:

- Completed Certificate of Historic Appropriateness Application
  - 1 PDF digital copy of the application and supporting documentation
- Supporting documentation per submittal checklist to include (at a minimum):
  - Detailed description of the changes proposed.
  - Plans and specifications showing the proposed exterior appearance, including color, texture of materials, and architectural design and detail.
  - Drawings or photographs showing the property in the context of its surroundings.
  - Names and addresses of abutting property owners, including properties across the street from the property.

Upon receiving an application, staff shall, within five business days, determine whether the application is complete or incomplete. A complete application contains all of the information and material listed above, and is of sufficient detail to evaluate and determine whether it complies with appropriate review standards. Upon any application for a permit to carry out any construction, alteration, removal, or demolition of a building or other designated feature to a historic landmark or in a historic landmark district, which would materially alter the exterior of such a building, site, or structure, or that involves more than ordinary maintenance and repair, the director shall not issue the requested permits until approved as provided herein, and shall promptly forward such application to the board.

If an application is determined to be incomplete, the applicant may correct the deficiencies and resubmit the application for completeness determination. Failure to resubmit a complete application within 45 calendar days after being determined incomplete will result in the application being considered withdrawn. Once an application is determined complete, it will be distributed to the appropriate staff.

### STEP 2: STAFF REVIEW

Staff will review any COHA application for minor work and, if approved, issue a certificate of appropriateness. Minor work applications may be filed anytime. Minor work is defined as those changes that do not involve substantial alterations, additions or removals that could impair the integrity of the historic landmark. **Minor work** includes the ordinary maintenance or repair of any exterior feature, provided such maintenance or repair does not involve a change in design, material, or appearance thereof.

If staff determines that a minor work COHA cannot be approved administratively, the application will be scheduled for a public hearing with the HLB.



## CERTIFICATE OF HISTORIC APROPRIATENESS

### STEP 3: SCHEDULING PUBLIC HEARING AND PUBLIC NOTIFICATION

Major work applications require review by the HLB. Staff shall ensure the public hearing is scheduled for a regularly scheduled Historic Landmark Board meeting or a meeting specially called for by the Historic Landmark Board, not less than thirty days nor more than sixty days. The required public hearing with the Historic Landmark Board shall be scheduled so there is sufficient time for a staff report to be prepared and for the public notification requirements to be satisfied under the [Broomfield Municipal Code, Chapter 17-52-020](#).

The application shall meet the following public notification requirements:

- Mailed Notice:** Staff shall be responsible for preparing the addresses of property owners within 1,000 feet of the subject site. The list of addresses will be provided to the applicant, who is responsible for mailing the written notice at least 10 days before the public hearing. Notice shall be mailed to all property owners within 1,000 feet of the subject site via First Class US mail.
- Posted Notice:** The applicant shall be responsible for posting signs on the subject property 10 days before the public hearing. Staff shall be responsible for preparing the signs.
- Published Notice:** Staff shall publish notice one time in a newspaper of general circulation in the city at least five days before the hearing.

### STEP 4: PUBLIC HEARING PROCEDURES / DECISION-MAKING REVIEW FOR MAJOR WORK

Staff will present the application and staff report to the Historic Landmark Board. The applicant must attend the public hearing to present evidence and answer any questions the Historic Landmark Board or public may have about the application.

The Historic Landmark Board shall conduct a quasi-judicial public hearing. Quasi-judicial public hearings are subject to the following:

**Opportunity to Present Testimony and Evidence:** Any affected party shall be afforded a reasonable opportunity to present testimony and evidence in support of or in opposition to the application, and to ask questions of the applicant and the applicant's representatives and city staff. At the discretion of the HLB chair conducting the public hearing, an affected party may be granted an opportunity to ask questions of any other member of the public who has testified at the hearing.

---

## DEFINITIONS



## CERTIFICATE OF HISTORIC APROPRIATENESS

**Alteration** - any act or process that changes either one or more of the exterior architectural features or a structure; or one or more of the physical features of a site or district, except color or paint.

**Board** - The Broomfield Historic Landmark Board.

**Certificate of historic appropriateness** - a certificate issued by the city showing approval of plans for construction, demolition, moving, reconstruction, restoration, or alteration of any structure in a historic landmark district or as a historic landmark.

**Contributing structures** - those structures or physical features within a site or district that help to define the historic significance of that site or district.

**Cultural landscape** - a geographic area (including both cultural and natural resources and the wildlife or domestic animals therein) associated with a historic event, activity, or person exhibiting other cultural or aesthetic values.

**Demolition** - any act or process which destroys, in part or in whole, any historic landmark.

**Designated landmark or district** - a structure, site or district officially included in the state or national register of historic places, or designated pursuant to Ordinance No. 1813 as a historic landmark.

**Exterior architectural features** - the architectural style and general arrangement of the exterior of the structure including type and texture of the building materials and including windows, doors, siding, roofs, lights, signs, and other fixtures appurtenant thereto, if such physical component is visible from a public way or adjoining properties.

**Historic designation** - the formal recognition of a historic structure, site, or district by the city pursuant to Ordinance No. 1813.

**Historic Landmark** - any resources in the city, either public and private, including buildings, homes replicas, structures, objects, properties, cultural landscapes, or sites that have importance in the history, architecture, archaeology, or culture of this city, state, or nation, as determined by the board and having received a historic designation because of its significance and importance to the community.

**Historic Landmark Board** - the city council or a citizen committee appointed by the city council to make recommendations to the city council on the designation of historic landmarks and historic districts and to administer the city's historic landmark program, and hereinafter referred to as the board. The board shall perform the various functions and duties provided for it in this chapter.

**Historic landmark district** - a geographically defined area including a concentration, linkage, or continuity of subsurface sites, cultural landscapes, buildings, structures or objects. A district is



## CERTIFICATE OF HISTORIC APROPRIATENESS

related to a pattern of either physical elements or social activities. The term district may include, but is not limited to, neighborhoods, agricultural, or commercial districts.

**Historic significance** - having a special historic or aesthetic interest or value as part of the development, heritage, cultural, or historic character of the city, region, state or nation.

**Historic site** - a landscape significant for its association with a historic event, activity, or person.

**Maintenance and repair** - any work, for which a building permit is not required by law, where the purpose and effect of such work is to correct any deterioration of, decay of, or damage to a structure or any architecturally significant part thereof, and to restore or replace, as nearly as may be practicable, to its condition prior to the occurrence of such deterioration, decay, or damage, and which work does not affect a significant change in the external appearance of the structure.

**Overwhelming historical significance** - either possessing such unusual or uncommon significance that any structure's potential demolition or major alteration would diminish the character and sense of place in the city; or possessing superior or outstanding examples of the architectural, social or, geographic historic significance criteria outlined in the standards and criteria set forth in Chapter 17-72. The term superior shall mean excellence of its kind, and the term outstanding shall mean marked by eminence and districiton.

**Owner** - person or persons listed in the records of the county clerk and recorder or county assessor as owner of a subject property.

**Reconstruction** - the act or process of depicting, by means of new construction, the form, features, and detailing of a non-surviving site, landscape, building, structure, or object for the purpose of replicating its appearance at a specific period of time and in its historic location.

**Rehabilitation** - the act or process of making a compatible use for a property through repair, alterations, and additions, while preserving those portions or features that convey its historic, cultural, or architectural values.

**Restoration** - the act or process of accurately depicting the form, features, and character of a property as it appeared at a particular period of time by means of the removal of features from other periods in its history and reconstruction of missing features from other periods in its history.

**Significant change** - an alteration or modification in the external appearance that has or is likely to have influence or effect on the historic or architectural merit of a structure or site, including but not limited to all activities for which a building permit is required.