

ADMINISTRATIVE SERVICES DIVISION – HISTORIC PRESERVATION

POLICY AND PROCEDURE: Local Historic Designation Status

DATE: 6/XX/2021

POLICY:

The Los Alamos County Council has declared that the archeological and historical heritage of the County is one of its most valued and important assets and that the community has an interest in the preservation of all prehistoric and historic ruins, sites, trails, buildings, primitive or historic roads.

Article XV, Section 16-612 states that:

The county council may designate and list individual historic landmarks or historic districts within the county and such landmarks or districts shall be designated on the official zoning map.

The Historic Preservation Advisory Board (HPAB) means the Board established by chapter 8 of the County code and authorized by this article is to make recommendations to the Planning and Zoning Commission and to County Council on proposed historic designations and projects affecting historic properties within the county.

This policy and procedure explains the designation process to the community and other parties interested in submitting an application for a Local Designation, and County staff.

PROCEDURE:

The applicant shall:

1. Complete the Local Designation Application,
2. Complete the Owner Consent Form, and,
3. Complete payment of the application fee.

Submit all documents to the Director of the Community Development Department (CDD).

After the Director has determined that the nominating application is complete, the *Application for Designation* shall follow the process:

1. The Director will forward the documents to the HPAB,
2. HPAB shall hold a public hearing to solicit comment on the application.

3. At least 15 days prior to the public hearing, CDD shall send a notice of the meeting by U.S. mail to all owners of property within the proposed district.
4. At the public meeting, the HPAB shall make a recommendation, with rationale based on the six characteristics specified with the application and forward all documents to be heard by the Planning and Zoning Commission.
5. The Planning and Zoning Commission shall hold a public hearing on the application and recommendation of the HPAB.
6. The Planning and Zoning Commission shall make a recommendation to the County Council as to whether the proposed historic landmark or district shall be officially designated on the County Zoning Map as an overlay district.
7. As soon as practicable thereafter, the County Council shall hold a public hearing.
8. The County Council shall determine whether the proposed historic landmark or district shall be officially designated on the County Zoning Map as an overlay district.

NOTE: The HPAB may nominate or sponsor an application for the designation of an individual landmark or an historic district. In that case, the requirements for owner consent still apply, but after the Community Development Department Director determines the nominating application is complete, the application shall be heard at a public hearing of the Planning and Zoning Commission.

Please review the criteria for completing the Local Historic Designation.

Criteria for the Local Historic Designation
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The designation of a historic landmark or historic district where the proposed for inclusion is found to possess not less than two of the following characteristics:

- (1) Embodies an architectural style or method of construction dating from one or more significant historic periods;
- (2) Establishes a sense of time and place unique to Los Alamos County;
- (3) Exemplifies or reflects the cultural, social, economic or political history of the nation, state or County;
- (4) Is associated with the lives of significant historical persons or events;
- (5) Has the potential to preserve, display, or yield significant historic or archaeological information; or
- (6) Exists on the registry of the State or National Register of Historic Places.

Complete the attached:

- (1) Designation of Historic Designation Application
- (2) Owner Consent Form

Submit the completed documents, and the application fee to the Community Development Director.