



Town of Castle Rock
HISTORIC PRESERVATION BOARD
BYLAWS
(March 2022)

The Historic Preservation Board of the Town of Castle Rock has been established by the Town Council set forth in Chapter 15.64 of the Town of Castle Rock Municipal Code and Local Government Obligations

Main provisions for all Town of Castle Rock Boards and Commissions are outlined in the Town of Castle Rock Municipal Code Section 2.14.

Pursuant to the authority granted to the Historic Preservation Board, the Board hereby adopts the following bylaws to govern its conduct and procedures that do not conflict with the main provisions outlined in the Town of Castle Rock Municipal Code Section 2.14.

Article 1 – Purpose, Duties, and Authority

The Historic Preservation Board will carry into effect the provisions in Section 15.64 of the Town of Castle Rock Municipal Code.

Article 2 – Organization and Staff

Membership shall consist of seven (7) members.

The Development Services Department, under the direction of the Director, shall provide necessary technical and advisory support to the Board.

Article 3 – Regular Meetings or Hearings

Regular meetings shall be held a minimum of four times a year then as necessary. Meetings are held on the first Wednesday of each month at 6pm at Townhall, 100 North Wilcox and are open to the public.

Article 4 - Minutes and Records

The Development Services Department shall maintain all of the records of the Board, ensure they are retained in the Town electronic records archive, and shall transmit them timely to the Board for their review and approval.

Article 5 - Hearing Procedures

The Historic Preservation Board shall incorporate the following procedures for all public hearings:

1. Call to Order and Roll Call.
2. State brief purpose of the hearing.

If applicable:

3. Identify the applicant.
4. Ask for proof of public notice and read it into the minutes.
5. Staff report.
6. Applicant's comments and presentation.
7. Open the Public Hearing and announce the following procedures for taking public comment:

- a. Speakers sign up to speak and are taken in the order they signed up unless a compelling reason is given to take a person's testimony at an earlier point.
 - b. Speakers state their name, if they are a resident, their association with the item, and any financial or personal interest they may have.
 - c. Any documents presented are given to the Chair and are made part of the record.
8. Applicant's rebuttal or evidence in response.
 9. Commission's questions for the applicants, staff, or any public presenting testimony.
 10. Close the public hearing.
 11. Commission discusses the item and make a motion.
 12. Commission may motion for approval, approval with conditions, denial, or continuation of the item.
 13. Other Business
 14. Adjourn

Article 6 - Amendments

These Bylaws may be amended per Chapter 2.14 by an affirmative vote of majority vote of the members of the Historic Preservation Board during a regular or special meeting.

Article 7 - Approvals

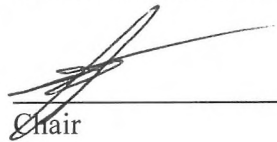
The above Bylaws for the Town of Castle Rock Historic Preservation Board have been duly considered and reviewed and are hereby adopted by the Board this 15th day of June, 2022 and will be posted on the Town website.

ATTEST:



Secretary/Vice-Chair

HISTORIC PRESERVATION BOARD


Chair