



City of Littleton

Littleton Center
2255 West Berry Avenue
Littleton, CO 80120

Meeting Agenda - Final Historical Preservation Board

Monday, June 21, 2021

7:30 PM

Virtual via Zoom

Study Session (start time is approximate)

Viewing Options for Virtual Meetings:

Due to COVID-19, the City of Littleton is providing virtual coverage of all authorities, boards and commissions meetings to protect the health of citizens, board members, staff, and guests. Meetings will not be held at the Littleton Center until further notice.

Options for viewing city council study sessions are as follows: watch the live telecast on Comcast or Century Link Channel 8, live on Facebook (www.Facebook.com/CityofLittleton), or visit www.littletongov.org/channel8 to watch the live stream on the city's website. To listen to the meeting on your phone, dial **669-900-6833** and, when prompted, enter Webinar ID: **981 4780 6722**. Contact the City Clerk's Office at **303-795-3780** with any questions.

1. Study Session Topics

- a) [ID# 21-114](#) Discussion on the historic preservation chapter in the draft Unified Land Use Code

Attachments: [2. SHPO HP Model Code](#)
[1. HP sections in the ULUC Draft - Table](#)

Scheduled time: 45 minutes

2. Adjournment

The public is invited to participate in, and/or attend, all regular meetings or study sessions of city council or any city authority, board or commission. ***The Littleton Center is currently closed to the public and meetings are being conducted virtually.***



Staff Communication

File #: ID# 21-114, **Version:** 1

Agenda Date: 06/21/2021

Subject:

Discussion on the historic preservation chapter in the draft Unified Land Use Code

Prepared By: Andrea Mimnaugh, Senior Planner

PURPOSE:

The purpose of this discussion is to provide an opportunity for the Historical Preservation Board to review and discuss historic preservation regulations in the draft ULUC code released on June 7, 2021.

PRESENTATIONS:

Staff Presenter(s): Andrea Mimnaugh, Senior Planner

Additional Presenter(s): N/A

SUMMARY:

The draft Unified Land Used Code (ULUC) was released on June 7, 2021 and may be viewed online by clicking on the Envision Littleton button on the homepage of the city website (<https://www.littletongov.org>) Comments may be made through July 31, 2021.

Over the past year, HPB provided input and recommendations to staff for the historic preservation regulations in the ULUC. These comments were passed on to the city's consultant, Kendig Keast Collaborative (KKC). Now the city needs HPB's help in checking KKC's draft. Feedback from both HPB and the public will impact the final version of the code. The purpose of tonight's discussion is to provide an opportunity for HPB to review and discuss the historic preservation regulations as a group. Each HPB member, like members of the public, has the opportunity to make comment on the draft as an individual; there will be no coordinated effort for HPB to comment as a board on this draft.

Note that the historical preservation regulations are included in several chapters of the draft ULUC, rather than in one location, as is currently the case. To assist with HPB's review, staff assembled a table of articles, sections and tables within the draft code for historic preservation . The table can be viewed in Attachment 1 of this communication.

PRIOR ACTIONS OR DISCUSSIONS:

February 11, 2020 Joint City Council and Planning Commission Meeting
Joint Leadership Kick-off of the Unified Land Use Code (ULUC).

September 21, 2020, HPB Meeting

HPB established a group of historic preservation codes to inform the historic preservation code update.

December 21, 2020 HPB Meeting

HPB provided direction to staff regarding the regulations for designating historic landmarks and district to be included in the draft historic preservation code.

February 17, 2021

HPB provided direction to staff regarding the regulations for review of certificates of appropriateness to be included in the draft historic preservation code.

March 18, 2021

HPB provided direction to staff regarding inclusion of the Littleton Legacy List in the draft historic preservation code.

ANALYSIS:

Staff Analysis

HPB's continued participation in the update to historic preservation regulations will help to strengthen to final draft to the ULUC.

Council Goal, Objective, and/or Guiding Principle

- 2040 Vision
The 2040 Vision identifies preservation and celebration of local history as one of the city's core values.
- Action HART 11
Through the HPB and other forums, continue building consensus on measures the city council should consider and implement - regulatory and/or otherwise - for preserving more areas and structures with distinctive historic value and character, along with ongoing protection of previously designated places and identification of potential new historic districts and landmarks.
- Action HART 24
Use the city's initiatives to update its zoning and development regulations and pursue further downtown-focused planning as precursors to a historic preservation plan.

Fiscal Impacts

Not applicable

Alternatives

Not applicable

STAFF RECOMMENDATION:

There are no formal actions taken at the study session. Agenda items relate to planning and drafting and are for discussion purposes only.

History Colorado Model CLG Preservation Ordinance – Expanded

Section 1. General

1. Purpose. The purpose of this ordinance is to enhance our community's local resources and to promote the public health, safety, and welfare through:
 - a. The protection and preservation of the City's architecture, culture, and heritage as embodied in Historic Properties and Historic Districts, by appropriate regulations and incentives;
 - b. The enhancement of Property values and the stabilization of historic neighborhoods;
 - c. The establishment of the City's Historic Register listing Historic Properties and Historic Districts;
 - d. The cultivation of civic pride in the art, architecture, and accomplishments of the past;
 - e. The encouragement of continued private ownership and utilization of such Historic Properties or Historic Districts now so owned and used;
 - f. The promotion of thoughtful community planning and design;
 - g. The maintenance and improvement of economic and financial benefits through the protection of attractions that bring tourists and visitors to the City; and
 - h. The provision of educational opportunities to increase public appreciation of the City's unique heritage.
2. Intent. The intention of this ordinance is to create a reasonable balance between private property rights and the public interest in preserving the City's unique historic character through the nomination of Buildings, Structures, Sites, Objects, and districts for preservation.
3. Definitions. For purposes of this ordinance, the following terms are to be defined as follows:
 - a. **Alteration or Alter** – Any act or process that changes one (1) or more of the exterior architectural or landscape features of a Building, Structure, Site, Object, or district.
 - b. **Applicant** – Person or persons submitting nomination or Alteration paperwork.
 - c. **Building** – A shelter or enclosure Constructed for persons, animals, or chattels.
 - d. **Building Code** – The [Building Code].
 - e. **Building Official** – The officer or other designated authority charged with the administration and enforcement of the Building Code, or that person's authorized representative.
 - f. **Certificate of Appropriateness** – Certificate issued by the Commission authorizing any proposed repair, restoration, Alteration, Construction, Relocation, or Demolition of a Historic Property or element within a Historic District pursuant to this ordinance.
 - g. **Certificate of Economic Hardship** – A certificate issued by the Commission authorizing the repair, restoration, Alteration, Construction, Relocation, or Demolition of a designated Building, Structure, Object, Site, or element within a designated Historic District in accordance with the provisions of this ordinance, even though a Certificate of Appropriateness has previously been denied.
 - h. **City** – City of [_____].
 - i. **City Council** – The council of the City.
 - j. **City's Historic Register** – The register established pursuant to Section 3 of this ordinance.
 - k. **Code** – The [City Code/Municipal Code].
 - l. **Colorado State Register of Historic Properties** – The official listing of state designated cultural resources.
 - m. **Commission** – The Historic Preservation Commission established pursuant to Section 2 of this ordinance.
 - n. **Compatible or Compatibility** – Consistent or harmonious with location, design, setting, materials, workmanship, feeling, or association of an individual Building, Structure, Object, or Site or of surrounding Properties.
 - o. **Construction or Construct** – Act of erecting an addition to an existing Building, Structure, or Object or the erection of a new principal or accessory Building, Structure, or Object on a lot or Property.
 - p. **Contributing Property** – A Building, Structure, Site, or Object that reflects the historic or

- architectural character within a Historic District.
- q. **Demolition or Demolish** – Any act or process that destroys in part or in whole a Building, Structure, Object, or Site.
 - r. **Design Guidelines** – A standard of appropriate activity that will preserve the historic and architectural character of a Historic Property, Property, or Historic District.
 - s. **Historic District** – Meaning as set forth in Section 3 of this ordinance.
 - t. **Historic Property** – A Building, Structure, Site, or Object which is designated by the City Council pursuant to this ordinance.
 - u. **Historic Significance** – The meaning or value ascribed to a Building, Structure, Object, Site, or district based on criteria for evaluation as defined by Section 3 below.
 - v. **Infill** – Construction on vacant or under-used parcels within existing areas that are largely developed.
 - w. **Integrity** – The ability of a property to convey its Historic Significance through its physical features.
 - x. **Inventory** – Catalog of Buildings, Structures, Objects, and Sites within the City, listed, eligible for listing, or non-eligible for listing in the City’s Historic Register.
 - y. **Maintenance** – All activities necessary to prolong the useful life and aesthetic appearance of a Property.
 - z. **National Register of Historic Places** – The list of significant Buildings, Structures, Sites, Objects, or districts in American history, architecture, archaeology, engineering, or culture maintained by the U.S. Secretary of the Interior.
 - aa. **Non-Contributing Property** – A Building, Structure, Object, or Site that does not reflect the historic or architectural character within a Historic District because of age or lack of Integrity.
 - bb. **Object** – A material item of functional, aesthetic, cultural, historical, or scientific value that may be, by nature or design, movable yet related to a specific setting or environment.
 - cc. **Period of Significance** – Span of time during which significant events and activities occurred.
 - dd. **Owner** – The person, corporation, government, or other legal entity who owns or who has any legal or equitable interest in Property and who is so listed as Owner on the records of the [County Name] County Assessor's Office.
 - ee. **Property** – A Building, Structure, Site, or Object.
 - ff. **Relocation or Relocate** – Moving a Building, Structure, or Object to a different location, either temporarily or permanently.
 - gg. **Secretary** – The secretary of the Commission.
 - hh. **Secretary of the Interior’s Standards for the Treatment of Historic Properties** – The preservation, rehabilitation, restoration, and reconstruction standards adopted by the U.S. Department of the Interior.
 - ii. **Section 106 Review** – Process required of federal agencies under 54 U.S.C. 306108 to consult local governments and other parties in consideration of the effects of projects carried out, permitted, licensed, or funded by that agency on properties listed in the National Register of Historic Places.
 - jj. **Site** – Location of a significant event; a prehistoric or historic occupation or activity; or a Building, Structure, or Object, whether standing or vanished, where the location itself maintains historic or archaeological value regardless of the value of any existing Building, Structure, or Object.
 - kk. **Structure** – A Construction for purposes other than shelter for humans, animals, or chattel (such as a road, bridge, canal, fence).

Section 2. Historic Preservation Commission

1. Creation. There is hereby established a Historic Preservation Commission, which shall be appointed by the City Council, and hereinafter referred to as the “Commission.”

2. Composition

- a. The Commission shall be composed of five voting members, all of whom have demonstrated interest in, competence with, or knowledge of preservation.
- b. At least 60% of the members shall be residents of the City.
- c. At least 40% of the members shall be professionals or shall have extensive expertise in a preservation-related discipline, including but not limited to History, Architecture, Landscape Architecture, American Studies, American Civilization, Cultural Geography, Cultural Anthropology, Planning, or Archaeology.

2. Term of Office

- a. Members shall serve three year staggered terms from the date of their appointment; provided, however, that the initial appointment to the Commission shall consist of one appointment of a term of one year, two appointments of a term of two years, and two appointments of a term of three years.
- b. Members may continue to serve until their successors have been appointed.

4. Officers. The Commission shall, by majority vote, elect one of its members to serve as chairperson to preside over the Commission's meetings, one member to serve as the vice-chairperson, and one member to serve as Secretary. The members so designated shall serve in these capacities for terms of one year.

5. Quorum and Voting. A quorum for the Commission shall consist of a majority or 51% of the members. A quorum is necessary for the Commission to conduct business, including holding a public hearing. A roll call vote shall be taken upon the request of any member. A tie vote shall be deemed a denial of the motion or recommended action.

6. Compensation. All members of the Commission shall serve without compensation except for such amounts determined appropriate, in advance, by the City Council to offset expenses incurred in the performance of their duties.

7. Powers and Duties. The Commission shall:

- a. Conduct surveys and create inventories of Properties and areas for the purpose of defining those of Historic Significance.
- b. Review and determine qualifications of Buildings, Structures, Objects, Sites, and districts nominated for designation and recommend that the City Council designate by ordinance such Buildings, Structures, Objects, Sites, or districts qualifying for such designation.
- c. Recommend to the City Council the establishment of Construction and Design Guidelines, consistent with the Secretary of the Interior's Standards for the Treatment of Historic Properties, for review of proposals to Alter, Relocate, or Demolish Historic Properties.
- d. Review and make recommendations on any application for Alteration, Relocation, or Demolition of a Historic Property or Historic District or planning and design project that may affect the character or Integrity of the Historic Property or Historic District.
- e. Participate in review of National Register of Historic Places nominations.
- f. Advise and assist Owners on physical and financial aspects of preservation, rehabilitation, restoration, and reconstruction, including nomination to the City's Historic Register, the Colorado State Register of Historic Properties, and the National Register of Historic Places.
- g. Develop and assist in public education programs on history, archaeology, and historic preservation.
- h. Advise the City Council on matters related to preserving the historic character and substance of the City and recommend easements, covenants, licenses, and other methods which will implement the completion of the purposes of this ordinance.
- i. Participate in Federal Section 106 Review as requested by City Council or Staff.
- j. Actively pursue financial assistance for preservation-related programs.
- k. Draft and recommend for adoption by the City Council such by-laws, operating policies and other rules of procedure, as the Commission may deem appropriate.

8. Meetings
 - a. The Commission shall establish a regular meeting schedule with no less than four scheduled meetings per fiscal year.
 - b. Minutes shall be kept of all Commission proceedings.
 - c. All meetings of the Commission shall be open to the public.
9. Vacancies. Appointments to fill vacancies on the Commission shall be made by the City Council in the same manner as regular appointments.
10. Removal. Members of the Commission may be removed by the City Council with just cause.

Section 3. Establishment of City Register and Designation Criteria

1. The City Council hereby establishes [Name of Municipality or County] Register of Historic Places (the "City's Historic Register").
 - a. Properties or districts may be listed in the City's Historic Register only if such Property or district has been so designated pursuant to this ordinance.
 - b. All Properties listed in the Colorado State Register of Historic Properties and the National Register of Historic Places are eligible for the City's Historic Register but are not designated until approval, pursuant to this ordinance, is obtained.
2. Eligibility Criteria
 - a. Properties or districts shall be at least fifty years old and meet one or more of the following criteria in order to be considered for designation:
 - i. Association with events that have made a significant contribution to history.
 1. Is a Site of a historic event that had an effect upon society; or
 2. Exemplifies cultural, political, economic, or ethnic heritage of the City.
 - ii. Connection with persons significant in history.
 - iii. Distinctive characteristics of a type, period, method of Construction, or artisan.
 1. Exemplifies specific elements of an architectural style or period;
 2. Is an example of the work of an architect or builder who is recognized for expertise nationally, state-wide, regionally, or locally;
 3. Demonstrates superior craftsmanship or high artistic value;
 4. Represents a style that is particular to the City;
 5. Represents an innovation in Construction, materials, or design; or
 6. Represents a built environment of a group of people in an era of history.
 - iv. Geographic importance.
 1. Enhances the sense of identity of the City or community; or
 2. Is an established and familiar natural setting or visual feature of the City or community.
 - v. Possibility to yield important information related to prehistory or history.
 1. Addresses research questions or fills recognized data gaps;
 2. Embodies construction, development, or design adaptations; or
 3. Informs on the development of engineering systems.
 - b. A Property or district may be exempted from the age standard if the City Council finds it to be exceptionally important in other criteria.
3. Integrity Criteria

All Properties and districts shall be evaluated for their physical Integrity using the following criteria:

 - a. Location - the place where the Property was constructed or the place where the historic event occurred.
 - b. Design - the combination of elements that create the form, plan, space, structure, and style of a Property.
 - c. Setting -the physical environment of a Property.
 - d. Materials - the physical elements that were combined or deposited during a particular period of time and in a particular pattern or configuration to form a Property.

- e. Workmanship - the physical evidence of the crafts of a particular culture or people during any given period in history or prehistory.
 - f. Feeling - a Property's expression of the aesthetic or historic sense of a particular period of time.
 - g. Association - the direct link between an important historic event or person and a Property.
4. Historic Districts
- a. A "Historic District" is a geographically definable area including a concentration, linkage, or continuity of Properties within a specified Period of Significance and may include within its geographic boundaries one or more Contributing Properties, which has been designated by the City Council pursuant to this ordinance.
 - b. A Historic District is related by a pattern of either physical elements or social activities. Historic Significance is determined by applying eligibility and Integrity criteria to the pattern(s) and unifying element(s).
 - c. Historic District boundaries will be defined by visual changes, historical documentation of different associations or patterns of development, or evidence of changes in Property type, density, or Integrity.
 - d. Properties that do not contribute to the Historic Significance of the Historic District may be included within its boundaries.

Section 4. Designation Procedure

1. Nomination and Application
- a. Applications shall be submitted to the [Community Development Department, Planning Department, City Clerk] for consideration on a form provided by the Commission.
 - b. A nomination for listing in the City's Historic Register may be made:
 - i. By the Owner or Owners of the Property or Properties to be designated;
 - ii. By a member or members of the Commission;
 - iii. By a member or members of City Council; and/or
 - iv. By non-Owners of the Property or Properties to be designated, in which case the Applicant must be a resident or Owner of Property in the City, or have a place of business in the City.
 - c. Where nominated by someone other than the Property Owner or less than all of the Property Owners in a district nominated for designation, the City or at least one member of the Commission shall contact the Owner or Owners of such Property or Properties nominated for designation in writing, outlining the reasons and effects of listing in the City's Historic Register within 30 days of receipt of nomination.
 - d. Applications determined incomplete shall be returned to the Applicant within 30 days with a request for additional information.
 - e. Applications for a district nomination shall not be complete if more than 25% of the Property Owners within the proposed district oppose the nomination in writing or through ballot prepared and administered by the City.
2. Designation Hearing
- a. Within 45 days after an application is determined complete, or within a time frame agreed upon by the Applicant and the City, a public hearing shall be held by the Commission.
 - i. The Secretary shall provide notice of the date, time, and location of the public hearing to the Applicant, the Owner or Owners of record, the Owners of adjacent Properties and, if known, to other persons having a legal or equitable interest in the Properties or district nominated for designation at least 10 days prior to the hearing.
 - ii. A legal notice indicating the nature of the hearing, the Property involved, and the time, date, and place of the scheduled public hearing, shall be published in the City's publication of record at least 10 days prior to the hearing.
 - iii. The notice shall be posted at the Property's physical location at least 10 days prior to the hearing.

- b. A hearing may be continued. If the hearing is continued, the time, date, and place of the continuation shall be established and announced to those present when the current session is to be adjourned. In no case shall a hearing be continued more than 30 days without the express consent of the Applicant.
 - c. Reasonable opportunity shall be provided for all interested parties to express their opinions regarding the proposed designation. However, nothing contained in this ordinance shall be construed to prevent the Commission from establishing reasonable rules to govern the proceedings of the hearings, or from establishing reasonable limits on the length of individual presentations.
 - d. Transcripts of the hearings are not required; however, the Commission's records shall include the name and address of each speaker; the organization or person the speaker represents, if any; whether or not the speaker is an Owner or holder of some interest in the Property or district nominated for designation, or represents such Owner or holder; and a summary of the relevant portions of each statement. Written reports and presentations shall be incorporated into the record of the hearing.
3. Commission Review
 - a. The Commission shall review the application for conformance with the established criteria for designation and with the purposes of this ordinance.
 - b. The Commission shall recommend:
 - i. Approval;
 - ii. Approval with conditions; or
 - iii. Denial of the application.The Commission shall set forth in writing its findings of fact which constitute the basis of its recommendation.
 - c. If the Commission approves an application or approves an application with conditions, the Commission shall forward the application with a copy of its report and findings of approval to the City Council.
 - d. If the Commission denies an application, the Commission must notify, in writing, the City Council and the Applicant within 30 days of such denial. Such denial shall state the reasons for the denial and the procedures for appeal to the City Council.
 - e. The Commission may issue an order continuing the nomination process if the Commission finds that additional information is necessary to make a decision. If the hearing is continued, the time, date, and place of the continuation shall be established and announced to those present when the current session is to be adjourned. In no case can a hearing be continued more than 30 days without the express consent of the Applicant.
4. City Council Proceedings
 - a. Within 30 days after receipt of the Commission's approval of an application, the City Council shall hold a public hearing to consider adopting by ordinance those properties qualifying for designation. Such notice and hearing shall be conducted in conformance with the procedures set forth in Section 4, Subsections 2(a)-(d), except the City Clerk shall perform the responsibilities assigned therein to the Secretary.
 - b. The City Council shall review the application for conformance with this ordinance.
 - c. The City Council shall, by ordinance, approve, approve with conditions, or deny the proposed application and shall issue written findings based on the Commission's recommendations.
 - d. The City shall provide a copy of the results of the City Council's final action to the Applicant/Applicants, all Owners of record, the [Planning or Community Development] Director, the Building Official, and any other person who has requested in writing to receive the same.
5. Recording of Designation. Within 30 days of the effective date of an ordinance designating a Historic Property or Historic District for preservation, the City shall record the ordinance with the clerk and recorder of [name of county] County.

6. Records. The City shall maintain a current record of all Historic Properties and Historic Districts and pending designations.
7. Limitation on Resubmission and Reconsideration of Proposed Designation. Whenever the Commission or the City Council denies a proposed designation, no person shall submit an application that is the same or substantially the same for at least one year from the effective date of the final action on the denied application unless the Commission or City Council has denied based on a request for additional information.
8. Appeal of Commission's Denial of Application
 - a. Applicant(s) and/or Owner(s) shall have the right to appeal such decision to the City Council by filing a written notice within 15 days after the date of receipt of the Commission's denial. Such written notice shall specify the factual and legal basis for the appeal.
 - b. Within 45 days after an appeal is received by the City Clerk, or within a time frame agreed upon by the Applicant(s) and/or Owner(s) and the City, a public hearing shall be held by the City Council.
 - c. Notice of the City Council's consideration of the appeal and hearing shall be provided in accordance with Section 4, Subsections 2(a)-(d), except the City Clerk shall perform the responsibilities of the Secretary.
 - d. The City Council may consider only the notice of appeal, the Commission's reasons for denial of the application, and the comments related thereto made during the Commission hearing.
 - e. If the City Council finds the Commission's denial of the application was based on incorrect information, or there is shown to be newly discovered information not available at the time the application was submitted to the Commission, and if the correct or newly discovered information could, in the opinion of the City Council, change the Commission's denial of said application, then the entire matter shall be remanded by the City Council to the Commission for its consideration.
 - f. The decision of the City Council shall be final.
9. Amendment of Designation
 - a. Designation of a Historic Property or Historic District may be amended to add features or Properties to such Historic Property or Historic District under the procedures prescribed hereinabove.
 - b. Upon the Commission's decision to amend a designation, the Commission shall promptly notify the Owners of the Historic Property and the City shall cause to be prepared a resolution including the legal description of the affected Historic Property or Historic District stating notice of the amendment, and schedule the resolution for City Council review. Upon adoption by the City Council, the resolution shall be recorded.
10. Revocation of Designation
 - a. If a Historic Property or Historic District has been Altered to a degree that it no longer retains its historic Integrity, the Owner may apply to the Commission for a revocation of the designation or the Commission shall recommend revocation of the designation to the City Council in the absence of the Owner's application to do so. The revocation application shall be reviewed under the same procedures described hereinabove.
 - b. Upon the Commission's decision to revoke a designation, the Commission shall promptly notify the Owners of the Historic Property or Historic District and the City shall cause to be prepared a resolution including the legal description of the affected Historic Property or Historic District stating notice of the revocation, and schedule the resolution for City Council review. Upon adoption by the City Council, the resolution shall be recorded.

Section 5. Alterations to Listed Properties and Historic Districts

1. Requirements
 - a. Before carrying out any new Construction, Alteration, Relocation, or Demolition involving the exterior of any Historic Property or Property within a Historic District (including Non-Contributing

Properties) such Owner(s) must first submit the proposed work to the Commission under this Section, as well as apply for any other permits required by the Code.

- b. The City shall review any building permit application received to determine whether the Property is a listed Historic Property or located in a Historic District and if so, if the Applicant has completed review by the Commission as required by this Section. If a Certificate of Appropriateness has been issued on the permit application and the proposed work conforms thereto, the City shall process it without further action. If no Certificate of Appropriateness has been issued or if the City determines that the permit application does not conform to such, the City shall not approve the permit application and shall not issue a permit until a Certificate of Appropriateness has been issued and the permit application conforms thereto.
- c. No person shall receive a building permit to Construct, Alter, remove, or Demolish any Building, Structure, Object, or other feature on a Site, or element of a district nominated for designation after an application has been filed to initiate the designation of such Property or district. No such building permit shall be approved while proceedings are pending on such designation.

2. Application

- a. A request for Alteration shall be initiated by the Owner(s). Such application shall be submitted to the City for consideration on a form provided by the Commission. The application shall include anything the City deems necessary, including, without limitation and as applicable, a description of the type of work proposed and its effect or impact upon the Historic Property or Historic District and plans and specifications showing the proposed exterior appearance, with finishes, materials, samples of materials, and architectural design and detail.
- b. If the City determines the application is complete, the City shall promptly refer the application to the Commission. If the City determines the application is incomplete, the Applicant shall be advised of the reasons in writing within 30 days of submittal.

3. Alteration Hearing. Within 45 days after an application is determined complete by the City, or within a time frame agreed upon by the Applicant and the City, a public hearing shall be held by the Commission. Such notice and hearing shall be conducted in conformance with the procedures set forth in Section 4, Subsections 2(a) – (d).

4. Review Criteria

- a. Compliance with any Design Guidelines adopted by the City.
- b. Compliance with the Secretary of the Interior's Standards for the Treatment of Historic Properties, including the Standards for Rehabilitation.
- c. For Non-Contributing Properties within a Historic District:
 - i. Compatibility with the Property's current design, materials, features, size, scale and proportion, and massing; or
 - ii. Compatibility with the Historic District's design, materials, features, size, scale and proportion, and massing.
- d. Infill Construction within Historic Districts shall be differentiated from the Historic Properties but be Compatible with the historic materials, features, size, scale and proportion, and massing to protect the Integrity of the Historic District and its environment.

5. Commission Review

- a. The Commission shall:
 - i. Approve;
 - ii. Approve with conditions; or
 - iii. Deny the application.

The Commission shall set forth in writing its findings of fact which constitute the basis of its recommendation.

- b. If the Commission approves or approves the application with conditions, the Commission shall issue and send a Certificate of Appropriateness to the Applicant, the [Planning or Community Development] Director, the Building Official, and any other person who has requested in writing

to receive the same within 30 days. If approved with conditions, such conditions shall be stated in writing in the Certificate of Appropriateness.

- c. If the Commission denies the application, the Commission shall deny a Certificate of Appropriateness and notify, in writing, the Applicant, the [Planning or Community Development] Director, the Building Official, and any other person who has requested in writing to receive the same within 30 days of such denial. Such denial shall state the reasons for the denial and the procedures for appeal to the City Council.
 - d. The Commission may issue an order continuing the Alteration application process if the Commission would like additional information necessary to make a decision. If the hearing is continued, the time, date, and place of the continuation shall be established and announced to those present when the current session is to be adjourned. In no case can a hearing be continued more than 30 days without the express consent of the Applicant.
 - e. The Applicant may resubmit an amended application or reapply for a building permit that takes into consideration the recommendations of the Commission, or appeal the denial to the City Council.
 - f. If an application for a Certificate of Appropriateness is denied, no person may submit a subsequent application for the same Alteration or Construction within one year from the date of the final action upon the earlier application.
6. Appeal of Denial of Certificate of Appropriateness
- a. If a Certificate of Appropriateness is denied by the Commission, the Applicant may appeal the denial to the City Council by filing a written notice with the City Clerk within 15 days after receipt of the Commission's denial.
 - b. Within 45 days after an appeal is received by the City Clerk, or within a time frame agreed upon by the Applicant and the City, a public hearing shall be held by the City Council.
 - c. Notice of the City Council's consideration of the appeal and hearing shall be provided in accordance with Section 4, Subsections 2(a)-(d), except the City Clerk shall perform the responsibilities of the Secretary.
 - d. The City Council shall consider the notice of appeal, the Commission's reasons for denial of the application, the comments related thereto made during the Commission hearing and any evidence (including new evidence) it deems relevant to the application.
 - e. The City Council shall apply the criteria in Section 5, Subsection 4 in making its decision.
 - f. The decision of the City Council shall be final.

Section 6. Relocation of Listed Properties

1. General

- a. In addition to the criteria and procedures in Section 5, the Commission will use the criteria of this Section in considering applications for Relocating a Historic Property or Contributing Property in a Historic District within or outside of a designated Site or district or Relocating a Property onto a designated Site or Historic District.
- b. Applicants for Relocation shall provide:
 - i. A professionally prepared estimate of costs of continued Maintenance of the Property in its current condition, of rehabilitation on site, and of Relocation and rehabilitation;
 - ii. An engineer's or architect's report as to structural soundness;
 - iii. A professionally prepared estimates of the Property's market value in its current location and current condition, of the market value of the Property rehabbed on its current site, and of the site after Relocation of the Property; and
 - iv. Professionally prepared site plan and construction documents for the current site.

2. Review Criteria

- a. For consideration of the original Property and site, the Commission will review for the following criteria:

- i. The Property cannot be preserved, restored, rehabbed, or reused on its current site to provide for any reasonable, beneficial use of the Property regardless of any proposed development plan for the Property's site or adjacent Properties;
 - ii. And
 - 1. Whether a structural report submitted by a licensed structural engineer adequately demonstrates the soundness of the Building, Structure, or Object proposed for Relocation;
 - 2. If the Property can be Relocated without significant damage to its physical Integrity; and
 - 3. Whether plans are specifically defined for the site to be vacated, and have been determined to meet all other City codes and ordinances.
- b. For consideration of the new location, the Commission will review for compliance with all of the following criteria:
 - i. Whether the Building, Structure, or Object is Compatible with its proposed site and adjacent Properties; and if the receiving site is Compatible in nature with the Building, Structure, or Object proposed to be moved;
 - ii. The Building, Structure, or Object's architectural Integrity and its consistency with the character of the neighborhood of the receiving site;
 - iii. Whether the Relocation of the Building, Structure, or Object will diminish the Integrity or character of the neighborhood of the receiving site; and
 - iv. If a Relocation plan has been submitted and approved by the City, including posting a bond, to ensure the safe Relocation, preservation, and repair (if required) of the Property and site preparation and infrastructure connections as described in the Code.

Section 7. Demolition of Listed Properties

- 1. General
 - a. In addition to the criteria and procedures in Section 5, the Commission will use the criteria of this Section in considering applications for Demolition of Historic Properties and Contributing Properties in a Historic District.
 - b. Applicants for Demolition shall provide:
 - i. A professionally prepared estimate of costs of continued Maintenance of the Property in its current condition, of rehabilitation, and of Demolition;
 - ii. An engineer's or architect's report as to structural soundness; and
 - iii. Professionally prepared estimates of the Property's market value in its current condition, as rehabbed, and after Demolition.
 - c. If a Demolition approval is granted on any basis other than that of an imminent hazard or economic hardship (See Section 8), a Certificate of Appropriateness will not be issued until a replacement/reuse plan for the Property has been approved by the City.
- 2. Review Criteria for Total Demolition. Applicants requesting a Certificate of Appropriateness for total Demolition must provide data to clearly demonstrate all of the following criteria:
 - a. The Property proposed for Demolition is not structurally sound, despite evidence of the Owner's efforts to properly maintain said Building, Structure, or Object;
 - b. The Property cannot be preserved, restored, rehabbed, or reused on site to provide for any reasonable, beneficial use of the Property regardless of any proposed development plan for the Property's site or adjacent Properties;
 - c. The Property cannot be practically moved to another site in the City; and
 - d. The Applicant demonstrates that the proposal mitigates to the greatest extent practical, all the following:
 - i. Any impacts that occur to the visual character of the neighborhood where Demolition is proposed to occur;

- ii. Any impact on the Historic Significance of the Buildings, Structures, or Objects located on the Property and adjacent Properties;
 - iii. Any impact to the Integrity of Buildings, Structures, or Objects located on the Property and adjacent Properties; and
 - iv. Any impact to archaeological deposits or ruins or the potential to access such resources and whether information can be recovered as part of the Demolition process.
- 3. Review Criteria for Partial Demolition. Applicants requesting a Certificate of Appropriateness for partial Demolition must provide data to clearly demonstrate all of the following criteria:
 - a. The partial Demolition is required for the preservation, restoration, or rehabilitation of the Property; and
 - b. The Applicant demonstrates that the proposal mitigates to the greatest extent practical, all the following:
 - i. Any impact on the Historic Significance of the Buildings, Structures, or Objects located on the Property and adjacent Properties; and
 - ii. Any impact on the Integrity of the Buildings, Structures, or Objects located on the Property and adjacent Properties.

Section 8. Alteration Exemptions

- 1. General
 - a. If an application for a Certificate of Appropriateness is denied, the Applicant may request an exemption from such certificate requirement pursuant to this Section.
 - b. A request for exemption shall be initiated by the Owner(s). Such application shall be submitted to the City for consideration on a form provided by the Commission. The Applicant shall have the burden of proof to establish hardship.
 - c. The Commission may request additional information from the Applicant as necessary to make informed decisions according to the applicable criteria for decision-making.
 - d. If the City determines the application is complete, the City shall promptly refer the application to the Commission. If the City determines the application is incomplete, the Applicant shall be advised of the reasons in writing within 30 days of submittal.
 - e. Certificate of Appropriateness exemptions are granted only to the specific Owner and are not transferable.
- 2. Criteria for Exemption
 - a. Economic Hardship
 - i. The Commission may solicit expert testimony and require that the Applicant make submissions concerning any or all of the following information before it makes a determination:
 - 1. Estimate of the cost of the proposed Construction, Alteration, Demolition, or removal and an estimate of any additional cost that would be incurred to comply with the conditions of approval set out in Sections 5, 6 and 7 above.
 - 2. A report from a licensed engineer or architect with experience in rehabilitation of Historic Properties as to the structural soundness of any Buildings, Structures, or Objects on the Property and their suitability for rehabilitation.
 - 3. In the case of a proposed Alteration, the cost of the project proposed by the Applicant compared with the changes required by the Commission.
 - 4. In the case of a proposed Demolition, the estimated market value of the Property in its current condition, after rehabilitation, and after Demolition shall be compared, in addition to actual project costs.
 - 5. Amount paid for the Property, the date of purchase or acquisition, and the party from whom purchased, including a description of the relationship, if any, between the Owner of record or Applicant and the person from whom the Property was purchased.

6. All appraisals obtained within the previous two (2) years by the Owner or Applicant in connection with the purchase, financing, or ownership of the Property.
 7. Any listing of the Property for sale or rent, price asked, and any written offers received within the previous two (2) years.
 8. The actual or market value of the land and improvements thereon according to the most recent assessment.
 9. Real estate taxes for the previous two (2) years.
 10. Any proposal for a replacement Building, Structure, or Object for the Property and financial proof of the ability to complete the replacement project.
 11. For income producing Property, the annual gross income from the Property for the previous two (2) years and itemized operating and Maintenance expenses for the previous two (2) years.
- ii. The following factors, evidence, and testimony are to be considered:
1. The structural soundness of any Buildings or Structures on the Property and their potential for rehabilitation.
 2. The economic feasibility of rehabilitation or reuse of the existing Property in the case of a proposed Demolition.
 3. For investment or income producing Properties, the ability to obtain a reasonable rate of return on the Property in its present condition, or in a rehabbed condition pursuant to the requirements of this ordinance.
 4. For non-income producing Properties consisting of owner-occupied single-family dwellings and/or non-income producing institutional Properties not solely operating for profit, the ability to maintain or to convert the Property to a reasonable residential or institutional use in its present condition or in a rehabbed condition pursuant to the requirements of this ordinance or the ability to transfer the Property for a reasonable rate of return.
 5. The consideration for economic hardship shall not include any of the following:
 - a. Willful or negligent acts by the Owner;
 - b. Purchase of the Property for substantially more than its market value;
 - c. Failure to perform normal Maintenance and repairs;
 - d. Failure to diligently solicit and retain tenants;
 - e. Failure to prescribe a rental amount which is reasonable; or
 - f. Failure to provide normal tenant improvements.
- b. Undue Hardship. An Applicant requesting an exemption based on undue hardship must show that the application of the criteria create a situation that is substantially inadequate to meet the Applicant's needs because of specific health and/or safety issues.
- c. Inability to Use
- i. Two years after denial of a Demolition permit approval, if no feasible use or ownership is found for the designed Site or Structure, the Owner may request a waiver of all or a part of the restraint of Demolition.
 - ii. The Commission may solicit expert testimony and require that the Applicant make submissions concerning any or all of the following information before it makes a determination:
 1. Documented evidence of applications and written correspondence, including written consultations, illustrating efforts made by the Owner to make necessary repairs, to find an appropriate user or to find a purchaser for the Property.
 2. Documented evidence of applications and written correspondence, including written consultations, illustrating efforts made by the Owner to locate and obtain available assistance for making the Property functional without Demolition.

- iii. The following factors, evidence and testimony shall be considered:
 1. Efforts to locate and secure a potential user or purchaser for the Property.
 2. Efforts to locate and obtain available assistance for making the Property functional without Demolition.
 3. The consideration for inability to use shall not include any of the following:
 - a. Willful or negligent acts by the Owner;
 - b. Purchase of the Property for substantially more than its market value; or
 - c. Failure to perform normal Maintenance and repairs.

3. Decision

- a. If the Commission deems the criteria of this Section are met, the Commission shall issue an order of exemption and send a Certificate of Economic Hardship to the City within 30 days.
- b. If the Commission deems the criteria of this Section are not met, the Commission shall deny the exemption request and notify, in writing, the City and the Applicant within 30 days of such denial. Such denial shall state the reasons for the denial and the procedures for appeal to the City Council.
- c. The Commission may issue an order continuing the exemption process for a period of not to exceed 90 days from the date of the application if the Commission would like additional information necessary to make a decision.
- d. The Applicant may resubmit an amended application, reapply for an exemption that takes into consideration the recommendations of the Commission, or appeal the denial to the City Council.
- e. If an application for an exemption is denied, no person may submit a subsequent application within one year for the same from the date of the final action upon the earlier application.

4. Appeal for Denial of Exemption

- a. If an exemption is denied by the Commission, the Applicant may appeal the denial to the City Council by filing a written notice with the City within 15 days of the date of the receipt of the Commission's denial.
- b. Notice of the City Council's consideration of the appeal and hearing shall be provided in accordance with Section 4, Subsections 2(a)-(d), except the City Clerk shall perform the responsibilities of the Secretary.
- c. The City Council shall hold a public hearing to consider the appeal, and consider any evidence (including new evidence) it deems relevant to the application.
- d. The City Council shall apply the criteria in this Section in making its decision.
- e. The decision of the City Council shall be final.

Section 9. Alteration to Non-Designated Properties Greater Than 50 Years Old

1. Requirements

- a. Any permit application for Alteration, Relocation, or Demolition of a non-designated Property greater than 50 years old shall be reviewed by the Commission to determine the eligibility of such Property for listing on the City Register.
- b. Permit applications for work on the interior of a Property, minor repair as determined by the Building Official, and/or replacement of materials in-kind are exempt from this requirement.
- c. In order to determine eligibility for listing on the City Register, the Applicant must submit a Determination of Eligibility Form requiring ownership, Construction and Alteration information, and photos of all facades of all Buildings, Structures, and Objects located on site.

2. Commission Review

- a. The Commission shall act officially on each application within 30 days after the hearing thereon.
- b. The Commission shall review the eligibility of the Property following the eligibility criteria and review procedure as outlined in Section 3.
- c. The Commission shall determine that the Property is:
 - i. Eligible for listing; or
 - ii. Not eligible for listing.

- d. If the Commission deems the Property eligible:
 - i. In the case of a permit application for Alteration, the Commission shall determine if the proposed Alteration will Alter the Property to a degree that it no longer retains its historic Integrity. If so, the Commission shall follow the process as outlined in this Section. If not, the Commission shall notify Applicant, the [Planning or Community Development] Director, the Building Official, and any other person who has requested in writing to receive the same, that the property is eligible, but all other permitting shall proceed in accordance with Code.
 - ii. The Commission shall notify the Applicant, the [Planning or Community Development] Director, the Building Official, and any other person who has requested in writing to receive the same within 30 days.
 - iii. A Stay of Alteration, Relocation, or Demolition shall be placed on the Property which:
 - 1. Cannot exceed 180 days.
 - 2. Shall provide the Owner and the Commission the opportunity to take action consistent with this chapter to preserve the Property, including but not limited to:
 - a. Consulting with City staff, civic groups, public agencies, and interested citizens regarding feasible alternatives;
 - b. Exploring the possibility of relocating Buildings, Structures, or Objects that would otherwise be Demolished;
 - c. For applications of proposed Demolition, recommending acquisition of the Property by private or public bodies or agencies; and
 - d. Salvaging building materials.
 - iv. At the expiration of the Stay, should the Property not be nominated for listing on the City Register as set forth in Section 4, nor a Certificate of Appropriateness issued as set forth in Sections 5, 6 or 7, all other permitting shall proceed in accordance with Code.
- a. If the Commission deems the Property ineligible, the Commission shall notify, in writing, the Applicant, the [Planning or Community Development] Director, the Building Official, and any other person who has requested in writing to receive the same within 30 days of such finding and all other permitting activities shall proceed in accordance with the Code.

Section 10. Maintenance

1. The City Council intends to preserve from deliberate or inadvertent neglect the exterior portions of Historic Properties or Historic Districts and all interior portions thereof whose Maintenance is necessary to prevent deterioration of any exterior portion. No Owner, lessee, or occupant of any Historic Property or Contributing Property within Historic District shall fail to prevent significant deterioration of the exterior of the Building, Structure, Object, or special feature beyond the condition of such Historic Property or Contributing Property within a Historic District on the effective date of the designating ordinance.
2. No Owner, lessee, or occupant of any Historic Property or Contributing Property within a Historic District shall fail to comply with all applicable provisions of this ordinance and other ordinances of the City regulating property Maintenance.
3. Before the City's attorney files a complaint in municipal court for failure to maintain the Historic Property or Contributing Property within a Historic District, the City shall notify the Owner, lessee, or occupant of the need to repair, maintain or restore such Property; shall assist the Owner, lessee, or occupant in determining how to preserve such Property; and shall give the Owner, lessee, or occupant a reasonable time to perform such work.
4. Should the condition of the Historic Property or Contributing Property within a Historic District require immediate repair or stabilization to mitigate unsafe or dangerous conditions and after notification, the Owner has not undertaken such repair or stabilization, the City may take such action and bill all expenses to the Owner. Should the Owner not remit such payment to the City, after ninety (90) days, the City shall record a notice with the [County] clerk and recorder of a lien against the Historic Property in violation.

The lien created hereby shall be automatically perfected and prior to all other liens, regardless of their dates of recordation, except liens for general taxes and prior special assessments.

Section 11. Unsafe or Dangerous Conditions Exempted

Nothing in this ordinance shall be construed to prevent any measures of Construction, Alteration, removal, or Demolition necessary to correct the unsafe or dangerous condition of any Property, other feature, or parts thereof where such condition is declared unsafe or dangerous by the City and where the proposed measures have been declared necessary by the City to correct the condition, as long as only such work that is absolutely necessary to correct the condition is performed. Any temporary measures may be taken without first obtaining a Certificate of Appropriateness under this ordinance, but a certificate is required for permanent Construction, Alteration, removal, or Demolition.

Section 12. Enforcement and Penalties

1. No person shall violate or permit to be violated any of the requirements of this ordinance or the terms of a certificate issued pursuant to this ordinance.
2. Violations of this ordinance are punishable as provided in the Code and may be subject to the following additional penalties:
 - a. If any Historic Property or Property within a Historic District is externally reconstructed, externally Altered, added to, Relocated, or Demolished in violation of this ordinance, the Commission may order any Property to be returned to its condition prior to such unlawful Construction, reconstruction, exterior Alteration, addition, or Demolition. This may specifically include ordering the reconstruction of a Property that was Demolished to replicate as closely as possible the original Property.
 - b. If any Building, Structure, or Object is erected or Constructed on a Historic Property or Property within a Historic District, the Commission may order any such Building, Structure, or Object to be removed or deconstructed.
 - c. Alterations to a Historic Property or Historic District without an approved Certificate of Appropriateness will result in a one-year moratorium on all building permits for the subject Property.
 - d. Relocating or Demolishing a Historic Property or Property within a Historic District without an approved Certificate of Appropriateness will result in a five-year moratorium on all relocation, Demolition, or building permits for such Property and/or its original location.
 - e. If any Historic Property or Property within a Historic District is externally reconstructed, externally Altered, added to, Relocated, or Demolished in violation of this ordinance or if any Building, Structure, or Object is erected or Constructed on a Historic Property or Property within a Historic District, the City may issue an administrative citation:
 - i. Administrative citations for violations of this ordinance shall be issued only after the responsible party has received notice of violation and time to comply, unless, because of the nature of the offense, immediate compliance is required; further, any appeal process shall be completed prior to issuance of an administrative citation.
 - ii. Each day a violation exists or continues shall constitute a separate and distinct violation for which a separate citation may be issued. However, unless the City determines that continued violations will cause immediate peril to life or property or the offense is one that, because of the nature of the offense, requires immediate compliance, once a citation has been issued for a violation of this ordinance, no additional citation shall be issued for the same violation for ten (10) days or, if the responsible party appeals, until after the appeal has been heard and the responsible party has not complied with an order of the administrative hearing.
 - iii. If the responsible party fails to correct the violation cited, commits the same violation again, or fails to correct a violation as specified in accordance with an administrative enforcement order, subsequent administrative citations may be issued for violations of

the same Code section. The penalties assessed for each administrative citation issued for violations of the same Code section or sections shall not exceed the following amounts regardless of the number of violations per citation:

1. First administrative citation: one hundred and fifty dollars (\$150.00);
 2. Second administrative citation: five hundred dollars (\$500.00);
 3. Third and each subsequent administrative citation: nine hundred and ninety-nine dollars (\$999.00).
- iv. Payment of the penalty shall not excuse the failure to correct the violations nor shall it bar further enforcement action by the City.
 - v. If an administrative hearing was held, the failure of any responsible party to pay the civil penalties assessed by an administrative citation within the time specified on the citation or administrative enforcement order may result in the imposition of a late fee of up to twenty-five dollars (\$25.00) and interest at a rate of ten (10) percent per annum.
 - vi. The City shall record a notice with the [County] clerk and recorder of a lien against the Property in violation. The lien created hereby shall be automatically perfected and prior to all other liens, regardless of their dates of recordation, except liens for general taxes and prior special assessments.

Section 13. Incentives

1. Any Owner of a Historic Property or Contributing Property within a Historic District under this ordinance may be eligible for the following economic incentives:
 - a. Property tax rebate. The Owner may apply for a refund of certain of ad valorem taxes (not to include special district taxes, if any) paid to the City upon any Historic Property listed on the City's Historic Register or Contributing Property within a Historic District listed on the City's Historic Register during the year of designation and any subsequent years that said Property is so designated provided that Maintenance and rehabilitation activities as required by the Commission are completed and the Property was and is maintained as required herein. The amount of the refund shall be computed by multiplying the mill levy imposed by the City for the current year by assessed valuation of said Property and by the percentage of refund as determined by City Council.
 - b. Building permit fee rebate. The Owner may apply for a refund of building permit fees paid to the City upon any Historic Property listed on the City's Historic Register or Contributing Property within a Historic District listed on the City's Historic Register for any preservation, rehabilitation, restoration, or reconstruction of said Property that is determined by the Commission to adhere to the Secretary of the Interior's Standards for the Treatment of Historic Properties and any Design Guidelines adopted by City Council. Additions and new Buildings or Structures shall not qualify for said rebate. The amount of the refund shall be computed by multiplying the building permit fee imposed by the City for the current year by the percentage of refund as determined by City Council.
 - c. Building Code application. [For those jurisdictions following the International Building Code] The City shall utilize and follow the "International Existing Building Code" for any review of code for any Historic Property listed on the City's Historic Register or Contributing Property within a Historic District listed on the City's Historic Register.
 - d. Code variances. The City, through its variance review process as provided in Section [add City code section] of the Land Use Code, shall allow for certain variances for any Historic Property listed on the City's Historic Register or Contributing Property within a Historic District listed on the City's Historic Register:
 - i. Allowable variances:
 1. Development in the side, rear and front setbacks;
 2. Development that does not meet the minimum distance requirements between Buildings;

3. Up to five percent (5%) additional site coverage; and
 4. Reduction of on-site parking requirements.
 - ii. In order for a variance to be heard through the variance review process, the Commission must recommend said variance through written documentation documenting that said variance:
 1. Is similar to the pattern, features, and character of the Historic Property or Historic District; and
 2. Enhances, or mitigates an adverse impact to, the Historic Significance or architectural character of the Historic Property, an adjoining Historic Property or Historic District.
- f. Revolving loan fund. The City hereby establishes a historic rehabilitation loan program and finds that the program promotes a valid public purpose of increasing the quality, exterior Integrity, and permanence of the City's stock of Historic Properties for the enjoyment and benefit of present and future generations of citizens of the City:
 - i. Availability. The City shall set aside funds for this loan program through its annual budgeting process. All funds placed in said loan program will remain in the fund as cash or loan agreement with qualified Owners.
 - ii. Qualifying projects:
 1. The subject Property must be a Historic Property listed on the City's Historic Register or Contributing Property within a Historic District listed on the City's Historic Register.
 2. Loan Applicants must provide matching funds in an amount equal to or greater than the amount of the loan.
 3. Loan and matching funds must be utilized only for the stabilization or exterior rehabilitation of the subject Property; the repair or replacement of electrical, heating, or plumbing systems; the repair or installation of fire sprinkling systems in commercial Properties; or the installation or reconfiguration to meet the minimum requirements of the Americans with Disability Act. Neither the loan nor the matching funds shall be used for the installation or rehabilitation of signage (unless such signage is historic and determined to be a character defining feature); interior rehabilitation or decoration; the addition of architectural or decorative elements which were never a part of the Historic Property; or the Construction of additions or new Buildings, Structures, or Objects.
 4. Overall project, including but not limited to, portion paid through loan and matching funds must meet the Secretary of the Interior's Standards for the Treatment of Historic Properties.
 5. In addition to items required in Section 5, Subsection 2 a., loan Applicant must submit cost estimates from qualified contractors including labor and materials.
 - iii. Loan Terms and Repayment:
 1. Applications for participation in the Loan Program shall be in the names of all Owners of title of the subject Property. Applications in the names of less than all Owners shall not be reviewed.
 2. Ownership and title to the subject Property, must be in "good" or marketable title with all taxes and loans current, liens paid, no foreclosure proceedings pending, all restrictions of record and encumbrances disclosed and approved by the Commission, and compliance to all zoning codes.
 3. No interest shall be charged on loan funds; however, the Commission may set a reasonable application fee.
 4. Loan must be repaid in equal installments not to exceed ten (10) years. The remaining principle balance shall be due in full upon sale or transfer of the property.

5. Forty-five (45) days after failure to make timely payment shall cause the entire principal balance to become a lien upon the Property, and shall have priority over all liens, except general taxes and prior special assessments.
 6. No loan funds shall be disbursed until after the recipient has completed the work, the work has been physically inspected and approved by the City, the disbursement of loan funds has been approved by the [City Manager], and the loan recipient has documented the cost of the work by submitting to the City copies of all bills, invoices, work orders and/or such other documentation showing, to the satisfaction of the City, that the funds requested are reasonable and are supported by actual proof of expense.
 7. All rehabilitation work shall be completed within one (1) year from the date upon which the loan was awarded; provided, however, that upon application and a showing of good cause as to why the project cannot be timely completed, the Commission may authorize an extension of up to one (1) additional year for completion of the work.
 8. Loan recipients shall, as a condition of the loan, prominently place a sign upon the property being rehabilitated stating that such rehabilitation has been funded, in part, through the City's loan program.
- iv. Loan Review Procedures. Review of loan shall follow the procedures set forth in Section 5., except the Commission shall present a written recommendation for approval or denial to be presented to the [City Manager] who shall have final approval authority, which must be awarded or denied within 30 days of the Commission's recommendation.
- g. Rehabilitation Grant Program. The City hereby establishes a historic rehabilitation grant program and finds that the program promotes a valid public purpose of increasing the quality, exterior Integrity, and permanence of the City's stock of Historic Properties for the enjoyment and benefit of present and future generations of citizens of the City:
 - i. Availability. The City shall set aside funds for this grant program on an annual basis through its budgeting process. All funds placed in said grant program shall be awarded on an annual basis.
 - ii. Qualifying projects:
 1. The subject Property must be a Historic Property listed on the City's Historic Register or Contributing Property within a Historic District listed on the City's Historic Register.
 2. Grant Applicants must provide matching funds in an amount equal to or greater than the amount of the loan.
 3. Grant and matching funds must be utilized only for the stabilization or exterior rehabilitation of the subject Property; the repair or replacement of electrical, heating or plumbing systems; the repair or installation of fire sprinkling systems in commercial Properties; or the installation or reconfiguration to meet the minimum requirements of the Americans with Disability Act. Neither the grant nor the matching funds shall be used for the installation or rehabilitation of signage, unless such signage is historic and determined to be a character defining feature, interior rehabilitation or decoration, the addition of architectural or decorative elements which were never a part of the Historic Property, or the Construction of additions or new Buildings.
 4. Overall project, including but not limited to, portion paid through grant and matching funds must meet the Secretary of the Interior's Standards for the Treatment of Historic Properties.
 5. In addition to items required in Section 5, Subsection 2 a., grant Applicants must submit cost estimates from qualified contractors, including cost estimates for labor and materials.

- iii. Grant Terms:
 - 1. Applications for participation in the grant program shall be in the names of all Owners of title of the subject Property. Applications in the names of less than all Owners shall not be reviewed.
 - 2. Ownership and title to the subject Property must be in "good" or marketable title with all taxes and loans current, liens paid, no foreclosure proceedings pending, all restrictions of record and encumbrances disclosed and approved by the Commission, and compliance to all zoning codes.
 - 3. No grant funds shall be disbursed until after the recipient has completed the work, the work has been physically inspected and approved by the City, the disbursement of grant funds has been approved by the [City Manager] and the grant recipient has documented the cost of the work by submitting to the City copies of all bills, invoices, work orders, and/or such other documentation showing, to the satisfaction of the City, that the funds requested are reasonable and are supported by actual proof of expense.
 - 4. All rehabilitation work shall be completed within one (1) year from the date upon which the grant was awarded; provided, however, that upon application and a showing of good cause as to why the project cannot be timely completed, the Commission may authorize an extension of up to one (1) additional year for completion of the work.
 - 5. Grant recipients shall, as a condition of the grant, prominently place a sign upon the Property being rehabilitated stating that such rehabilitation has been funded, in part, through the City's grant program.
- h. Grant Review Procedures. Review of grant shall follow the procedures set forth in Section 5, except the Commission shall present a written recommendation for approval or denial to be presented to the [City Manager] who shall have final approval authority which must be awarded or denied within 30 days of the Commission's recommendation.
- 2. The Commission shall attempt to identify and advise the City Council regarding the implementation of other economic incentives for Historic Properties. The Commission shall notify the Owners of economic incentive opportunities available.
- 3. The Commission shall make the determination for each request regarding economic incentives.

Where to Find the Historic Preservation Regulations in the
Draft ULUC released 06-07-2021

Chapter 8 Historic Preservation
Sets forth the purpose of the program and regulations, including criteria for historic preservation applications
Article 10-8-1 Purpose and Applicability
Article 10-8-2 Legacy Program
Article 10-8-3 Historic Register
Article 10-8-4 Alterations
Article 10-8-5 Maintenance
Article 10-8-6 Incentives
Chapter 9 Administration
This chapter sets forth the approval criteria review process for all land development applications, including historic preservation. Only historic preservation sections are included in the list below
Article 10-9-1 Historical Preservation Board
<ul style="list-style-type: none"> ▪ Section 10-9-1.4 (establishes the HPB, its powers and duties, and regulations for membership and meetings)
Article 10-9-3 Common Development Review Procedures (includes information on pre-application meetings, public notice, public hearings, as applicable to historic preservation applications)
<ul style="list-style-type: none"> ▪ Table 10-9-3.11.1 Development Review Summary ▪ Table 109-3.11.2 Review Steps
Article 10-9-5 Legislative Review Procedures
<ul style="list-style-type: none"> ▪ Section 10-9-5.1 Certificate of Appropriateness ▪ Section 10-9-5.2 Certificate of Demolition ▪ Section 10-9-5.3 Certificate of Economic Hardship ▪ Section 10-9-5.5 Designation of Historic Landmarks and Districts
Chapter 12 Word Usage
This chapter provides definitions for words and terms used in the ULUC
Article 10-12-2 Definitions
<ul style="list-style-type: none"> ▪ Section 10-12-2.1 Definitions (historic preservation terms are included within the alphabetical list)