



# DRAFT REDLINED CODE

**TO:** Historic Preservation Commission  
**FROM:** Alison Brake CNU-A, Historic Preservation Officer - Planning and Development Services  
**DATE:** September 5, 2021  
**RE:** Proposed Amendments to the Development Code include items within the following topics. Please reference the "Justification Table" for background information associated with each proposed amendment.

1. Posted Notice for Certificate of Appropriateness Requests
2. Demolition by Neglect

## POSTED NOTICE FOR CERTIFICATE OF APPROPRIATENESS REQUESTS

## CHAPTER 2. DEVELOPMENT PROCEDURES

#1

### ARTICLE 1: DEVELOPMENT APPLICATIONS

#### DIVISION 1: CLASSIFICATION OF DEVELOPMENT APPLICATIONS

##### Section 2.1.1.1 Classification of Application & Decisions; Rules Governing Decision-Making

Table 2.1 Development Applications, Decision Authority, and Notice Requirements Table



TABLE 2.1 DEVELOPMENT APPLICATIONS, DECISION AUTHORITY, AND NOTICE REQUIREMENTS TABLE												
APPROVAL PROCESS		REVIEW AND APPROVAL AUTHORITY							NOTICE			
	CITATION	RESPONSIBLE OFFICIAL	STAFF	HISTORIC PRESERVATION COMMISSION	NEIGHBORHOOD PRESENTATION	ZONING BOARD OF ADJUSTMENTS	PLANNING COMMISSION	CITY COUNCIL	APPLICATION NOTICE	PUBLISHED NOTICE	PERSONAL NOTICE	POSTED NOTICE
Replat without Vacation	Section 3.3.2.1	P	R				D/PH			Y	Section 3.3.3.1	N
Certificate of Appropriateness	Section 2.5.5.1	P	R	D/PH		A				N	Y	N
Qualified Watershed Protection Plan	Section 2.6.1.1	E	R				D/PH	A		N	Y	N
Variance	Section 2.8.2.1	P	R			D/PH				N	Y	N
Alternative Compliance	Section 2.8.4.1	P	R				R/PH	A		N	Y	N
Alternative Compliance - Council Approved	Section 2.8.4.1	P	R				R/PH	D/PH		N	Y	N
Change in status of nonconforming uses or structures	Section 1.5.1.9	P	R			D/PH				N	Y	N
<b>ADMINISTRATIVE</b>												

#2

## ARTICLE 5: ZONING PROCEDURES

### DIVISION 5: CERTIFICATES OF APPROPRIATENESS

#### Section 2.5.5.3 Approval Process

##### A. Responsible Official Action.

1. The Responsible Official shall review the application for a certificate of appropriateness in accordance with the criteria in Section 2.5.5.4 and provide a report and recommendation to the Historic Preservation Commission.
2. The responsible official shall schedule a public hearing and prepare personal notice [and posted notice](#) before the public hearing in accordance with Section 2.3.2.1.

## DEMOLITION BY NEGLECT

#3

## CHAPTER 4. ZONING REGULATIONS

### ARTICLE 5: OVERLAY DISTRICTS

#### DIVISION 2: HISTORIC DISTRICTS

##### Section 4.5.2.1(N) Demolition by Neglect

~~2. Due to the time consuming nature of pursuing enforcement under this section, no more than one property will be under consideration during each of the following quarters (January—March, April—June, July—September and October—December).~~

#4

3. The procedure for citing a property for Demolition by Neglect shall follow Section.
  - a. Initial identification is made by visual inspection of the area by the Responsible Official or an HPC member or by referral from someone in the area. All referrals shall be made in writing and shall be submitted to the Responsible Official.
  - b. Once the initial identification is made, followed by a preliminary determination by the Responsible Official, the property owner shall be notified by [certified](#) US mail of the defects of the building and informed of various incentive programs that may be available for repair. The property owner shall have thirty (3) days in which to respond to the preliminary determination by submitting a stabilization proposal