

Demolition and Moving Permit Review

This process is required during review of any permit that may allow the demolition or relocation of a non-designated structure of at least 50 years of age. The application shall be referred to the Historic Preservation Administrator and/or the City Manager (City Staff) for review and determination of eligibility. Please see LUDC Section 10.03 E. for a more detailed process.

Initial Determination (Potential Eligibility)

If City Staff determines that the structure is listed in the Historic Preservation Documents, or there is a reasonable belief that the structure may be eligible for designation as a historic landmark, City Staff shall contact the applicant and the property owner in order to notify the owner of the initial determination and to schedule a meeting with the COA/Demolition Review Committee. **The meeting of the COA/Demolition Review Committee shall be held within 45 days of the referral of the permit.**

Initial Determination (No Determination of Eligibility)

The permit may be issued if City Staff determines that:

- the structure is not listed in the Historic Preservation Documents and has no significance;
- the demolition or removal of the structure would have no significant impact on the historic resources of the City; and
- there is no reasonable basis to believe that the structure may be eligible for designation.

COA/Demolition Review Committee Review

The Committee shall then meet, with or without the owner, in order to consider all relevant evidence concerning the significance of the structure, the proposed demolition or moving of the structure and any alternatives to demolition or relocation.

If the Committee finds that further investigation and negotiations are required, the **Committee may continue the meeting for no more than 30 days from the initial meeting date**, unless additional time is agreed to by the property owner.

If the Committee determines that the structure may be eligible for designation as a historic landmark, the Committee shall provide the HPC and the property owner with a written notice of the determination and to schedule a meeting with the HPC. **The application shall be reviewed at the next available regular HPC meeting.**

COA/Demolition Review Committee Review (No Determination of Eligibility)

The permit may be issued if the COA/Demolition Review Committee determines that:

- the structure has no significance;
- the demolition or removal of the structure would have no significant impact on the historic resources of the City; and
- there is no reasonable basis to believe that the structure may be eligible for designation as a landmark.

Historic Preservation Commission Review

At this meeting, the Historic Preservation Commission may take any action that it deems necessary. **Any action shall be taken within 60 days of said meeting.**

The Historic Preservation Commission may conduct a Cultural Resource Survey of the property, for the purpose of researching and documenting the property prior to demolition of the structure.

The Historic Preservation Commission may take action to preserve the structure, including initiating nomination of the structure as a historic landmark in accordance with Section 10.03.C and the issuance of a Certificate of Appropriateness pursuant to Section 10.03.D.

- If the property has been nominated for historic designation, issuance of the permit shall be postponed while the historic designation, application for a Certificate of Appropriateness or application for a Certificate of Exemption is considered.

Historic Preservation Commission Review (No Determination of Eligibility)

If the property has not been nominated for historic designation and the Historic Preservation Commission and owner have not entered into an agreement for the preservation of the structure, **the permit may be issued.**

Alternatives

At any time during the application review process, alternatives to demolition or moving of the structure may be discussed.

If all parties agree on an alternative solution, with written documentation of the change, the applicant may pursue the appropriate permits to facilitate the alternative solution.