

Certificate of Appropriateness (COA) Review - Process

This process is required before or during review of any land use application or permit that may allow the alteration of a historic landmark, whether individually designated or part of a historic district. Prior to submitting a land development application or receiving a permit for any alteration to a historic landmark, the applicant shall obtain a COA from the Historic Preservation Commission for the proposed work.

Administrative Review

The Historic Preservation Administrator shall review a COA application against the certificate of appropriateness criteria and make a determination of impact to the historic resource, landmark, or district. If significant impact is found, the Historic Preservation Administrator shall refer the COA application to the COA/Demolition Review Committee for review.



COA/Demolition Review Committee Review

Upon completion of the administrative review, the Historic Preservation Administrator shall refer the COA application and a summary of the administrative review findings to the COA/Demolition Review Committee for review.

Each COA/Demolition Review Committee member shall review the application against the certificate of appropriateness criteria, and may seek input from, the applicant, staff and other Committee members as necessary to make their determination. Each Committee member shall prepare a separate written review and provide the same to the Historic Preservation Administrator.

Once the Committee members have completed their review, the Historic Preservation Administrator shall gather and combine the written reviews of the COA/Demolition Review Committee members and report on the Committee's determination of impact to the historic resource, landmark, or district.

If significant impact is found, the Historic Preservation Administrator shall schedule a public hearing before the Historic Preservation Commission.



Historic Preservation Commission Review

The Historic Preservation Commission shall review a COA application via public hearing. Opportunity shall be provided for all interested parties to express their opinions and provide evidence. The application shall be referred to all relevant agencies for review and recommendations at least 15 days prior to the public hearing.

The Historic Preservation Administrator shall make every effort to schedule the public hearing for the earliest available date before the Historic Preservation Commission.

Following the close of the public hearing, the Historic Preservation Commission shall make a determination regarding the impact of the COA application on the designated resource, landmark, or district. The Historic Preservation Commission shall, by written resolution, approve, approve with conditions, or deny the application for a COA.

The Historic Preservation Commission may continue the public hearing for the review of the COA for no more than two additional 30 day periods if it finds that further investigation is required to explore acceptable solutions to the COA application prior to rendering a decision. The Commission shall make specific findings to justify any continuance.

If the Historic Preservation Commission fails to issue a decision regarding the COA application within these time frames, the application shall be deemed rejected.



Administrative Review (No Determination of Significant Impact)

If no significant impact is found, the Historic Preservation Administrator shall issue a COA by approving or partially approving the proposed changes in writing.



COA/Demolition Review Committee Review (No Determination of Significant Impact)

If no significant impact is found, the Historic Preservation Administrator shall issue a COA on behalf of the COA/Demolition Review Committee by approving or partially approving the proposed changes in writing.



Historic Preservation Commission Review (No Determination of Significant Impact)

If the proposed work is found to adequately comply with the standards and criteria of this Section, the Historic Preservation Administrator shall issue a COA to the applicant.



Certificate of Appropriateness (COA) Review Criteria for Relocation and Demolition

This process is required before or during review of any land use application or permit that may allow the relocation, total demolition, or partial demolition of a historic landmark, whether individually designated or part of a historic district. Prior to submitting a land development application or receiving a permit, the applicant shall obtain a COA from the Historic Preservation Commission for the proposed work. For the specific work of relocating, total demolition, or partial demolition of a historically designated landmark, additional criteria must be met.

COA Review Criteria

A finding of insignificant impact must meet all of the following criteria:

1. The effect upon the character of the historic landmark, and/or the historic district does not detract from the categories under which the landmark was designated;
2. The architectural style, arrangement, texture, and material used on the historic landmark and their relation to and compatibility with one another is historically appropriate and consistent with the surrounding cultural resources;
3. The size of the proposed structure, if applicable, the setbacks, location, and the appropriateness thereof, when compared to the existing historic landmark and site do not adversely affect the scale of surrounding cultural resources;
4. The proposed work does not significantly change, destroy, or otherwise impact the character defining features of the structure upon which work is proposed;
5. The condition of existing improvements is not a hazard to public health and safety;
6. The proposed work will protect, preserve, enhance, and perpetuate the use of the historic landmark or historic district;
7. The proposed alterations are in compliance with the United States Secretary of the Interior's Standards for Rehabilitation and Guidelines of Rehabilitating Historic Buildings, a section of the Secretary of the Interior's Standards for Historic Preservation Projects, of the Department of the Interior Regulations (36 C.F.R. Part 67, Historic Preservation Certifications), as may be amended from time to time; and
8. The proposed alterations are in compliance with other rules and guidelines as may be recommended by the Historic Preservation Commission and approved by the City Council for alterations to a historic landmark or historic district.

Relocation Review Criteria

In addition to the COA criteria, the Historic Preservation Commission shall use the following criteria while considering an application for a COA for relocating a historic landmark:

Original site criteria. The following criteria shall be used when determining the appropriateness of relocating a historic landmark from its original site:

- i. The historic landmark cannot be rehabilitated or reused on its original site to provide for any reasonable beneficial use of the property, which must be documented with appropriate reports, as required by the City;
- ii. The historic landmark no longer contributes to its present setting;
- iii. The historic landmark can be moved and relocated without significant damage to its integrity, and the applicant can demonstrate that relocation is a viable alternative to preserve the character and integrity of the historic landmark; and
- iv. A structural report submitted by a licensed structural engineer adequately demonstrates the soundness of the historic landmark proposed for relocation.

Receiving site criteria. The following criteria shall be used when determining the appropriateness of relocating a historic landmark to a new proposed site:

- i. The historic landmark is compatible with its proposed new location and the receiving site is compatible with the historic landmark to be moved;
- ii. The historic landmark possesses architectural integrity and is consistent with the character of the neighborhood; and
- iii. The relocation would not diminish the integrity or character of the receiving neighborhood.

Demolition Review Criteria

Total demolition criteria. In addition to the COA criteria, the following criteria shall be used when determining the appropriateness of total demolition of a cultural resource:

- i. The historic landmark proposed for demolition is not structurally sound despite documented evidence of the owner's efforts to properly maintain the structure;
- ii. The historic landmark cannot be rehabilitated or reused on the site to provide for any reasonable beneficial use of the property;
- iii. The historic landmark cannot be practically moved to another site in the community; and,
- iv. The applicant can demonstrate that the proposal mitigates, to the greatest extent possible, the following:
 - a. Any impacts that occur to the visual character of the neighborhood where the demolition is proposed to occur;
 - b. Any impact on the historic importance of other cultural resources located on the property and adjacent properties; and
 - c. Any impact to the architectural integrity of other cultural resources located on the property and adjacent properties.

Partial demolition criteria. The following criteria shall be used when determining the appropriateness of partial demolition of a historic landmark or a contributing resource in a historic district:

- i. The partial demolition is required for alterations to the historic landmark; and,
- ii. The applicant has mitigated, to the greatest extent possible, the following:
 - a. Impacts to the historic importance of the cultural resource or other cultural resources on the property; and
 - b. Impacts to the architectural integrity of the cultural resource or other cultural resources on the property.