



Department Source: Community Development - Planning

To: City Council

From: City Manager & Staff

Council Meeting Date: February 1, 2021

Re: Historic Preservation Commission – 45-Day Demolition Permit Application Review Period

Executive Summary

The Historic Preservation Commission is seeking Council authorization to pursue an amendment to Section 3303.8 of the Building Code (Chapter 6, Code of Ordinances), extending the existing 30-day demolition permit review period to 45 days.

Discussion

In December 2008, City Council approved amendments to the building code and the Historic Preservation Commission (HPC) enabling ordinance to include provisions that permit the HPC a 30-day review period for demolition permit applications. The existing adopted provisions permit HPC review of demolition permits that involve properties that are 50 years old or older, have been recognized as a most notable property by the Commission, reside within an existing or proposed National Register of Historic Places historic district, or are located within a historic resources survey area.

At their March 3, 2020 regular meeting, Commissioners noted that from their experience contractors often submit demolition permit applications after the upcoming HPC meeting agenda has been posted publicly. They discussed that this activity limits the opportunity for the Commission and the public to engage in any meaningful dialogue with the property owner regarding alternative options to demolition as well as the potential to organize architectural salvage efforts.

Procedurally, applications for demolition permits can be submitted up to the end of business on the day of each HPC meeting, but must be discussed at that meeting to permit time for reaching out to a property owner and possibly organizing a salvage event. This is necessary since the existing 30-day review period would expire before the following regular HPC meeting. Engaging in such a process means that the Commission must coordinate their efforts with short notice.

The Commission believes an extension of their review period to 45 days would afford them at least two weeks of advanced notice before any application would be formally discussed at a meeting. Applications submitted in that two week period could then be discussed at the subsequent meeting without violating the review period deadline.

On December 1, 2020, The Commission requested that staff prepare this memo and seek Council authorization to amend the existing provisions contained within the City Code. The Commission is not seeking any other revision to the existing demolition permit review process other than the extension of time allocated for review of submitted application. The



Commission believes that the additional delay will permit a more effective opportunity for review and intervention, within their powers and duties.

Minutes from Commission's March 3, 2020 and December 1, 2020 meetings are attached for reference.

Fiscal Impact

Short-Term Impact: None anticipated.

Long-Term Impact: None anticipated

Strategic & Comprehensive Plan Impact

Strategic Plan Impacts:

Primary Impact: Not Applicable, Secondary Impact: Not Applicable, Tertiary Impact: Not Applicable

Comprehensive Plan Impacts:

Primary Impact: Livable & Sustainable Communities, Secondary Impact: Economic Development, Tertiary Impact: Livable & Sustainable Communities

Legislative History

Date	Action
12/2/2008	Ord. 20124: Amending Chapter 6 of the City Code as it relates to the building code and demolition of structures; amending Chapter 29 of the City Code as it relates to the powers and duties of the Historic Preservation Commission

Suggested Council Action

Direct staff to draft an ordinance, for Council's consideration, amending Section 3303.8 of the Building Code (Chapter 6, Code of Ordinances), to increase the demolition permit review period from 30-days to a period of 45 days.