

2017 LANDMARKS COMMISSION HISTORIC REVIEW APPLICATION



<u>FOR OFFICE USE ONLY</u>	<u>LANDMARKS COMMISSION DETERMINATION:</u>
DATE RECEIVED: _____	APPROVED _____ DISAPPROVED _____ FEE: (\$20) _____
CASE #: _____	(PLANNING STAFF) _____ (DATE) _____

PROJECT INFORMATION

Project Address _____

Applicant _____

Mailing Address _____

Phone _____ E-Mail _____

Property Owner _____

Mailing Address _____

Phone _____ E-Mail _____

PROJECT TYPE (Type of work proposed):

- Major exterior building changes or alterations.
- Exterior building changes or alterations *using unlike materials* and/or those involving a modification of the existing size or appearance of the property.
- Electronic message board signs / digital signs.
- New development, if not included under Administrative Review.
- Major interior alterations/remodeling (e.g. remodeling of a historic floor).
- Major zoning changes (e.g. those that have the potential to change use types in a historic district.)
- Mechanical, plumbing and electrical changes that require major changes.
- Demolition of structures, unless specifically listed under Administrative Review.
- City infrastructure projects that have the potential to impact historic resources (e.g. paving over brick streets or sidewalks).
- Painting of murals (building permit not required). Painting, other than murals, shall be exempt from Historic Review.
- Any other project type not specifically listed as an Administrative Review Project. See the "2017 Administrative Historic Review Application" for projects that require only administrative review.

LANDMARKS COMMISSION HISTORIC REVIEW SUBMITTAL REQUIREMENTS (CHECK ALL ITEMS SUBMITTED.)

- | | |
|---|--|
| <input type="checkbox"/> Complete Landmarks Commission Historic Review Application. | <input type="checkbox"/> Floor plan or building outline. |
| <input type="checkbox"/> Site plan or sketch plan. | <input type="checkbox"/> Photographs. |
| <input type="checkbox"/> Elevation drawings, including description of materials. | <input type="checkbox"/> Historic Register Description. |

HISTORIC STATUS

- Local Landmark
- State Register, Individual
- National Register, Individual
- National Register District _____

SITE PLAN CHECKLIST

THE SITE PLAN DRAWING SHALL CONTAIN THE FOLLOWING:

- The name and mailing address of the applicant and owner of record, if not the same as the applicant.
- The legal description of the property.
- Date, scale, north arrow, title and preparer's name.
- Location and dimensions of:
 - Property lines
 - Easements
- Location and dimensions of existing and proposed:
 - Structures
 - Parking spaces, accessible spaces, access aisles, and drive aisles
 - Driveways
 - Loading areas
 - Trash receptacles and screening
 - Fences
 - Signs
 - Lighting
 - Stormwater storage and conveyance facilities
 - Utilities (e.g. water, sanitary sewer, gas, electric)
- Use of existing and proposed structures.
- The approximate location of structures on adjoining properties.
- Location and extent of outdoor display/storage areas, existing and proposed.

ELEVATION DRAWINGS CHECKLIST

THE ELEVATION DRAWINGS SHALL CONTAIN THE FOLLOWING:

- The name and mailing address of the applicant and owner of record.
- Date, scale, title and preparer's name.
- Height of the structure, both existing and proposed.
- Description of exterior materials, both existing and proposed.
- Drawings of all sides of the building proposed for modification.
- Screening plans for all exterior ground-mounted, roof-mounted and wall-mounted mechanical equipment.

SECRETARY OF THE INTERIOR STANDARDS FOR REHABILITATION REVIEW

(The following standards are to be applied to specific rehabilitation projects in a reasonable manner, taking into consideration economic and technical feasibility).

	MEETS	DOES NOT MEET
1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.		
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.		
3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.		
4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.		
5. Distinctive features, finishes and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.		
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical or pictorial evidence.		



SECRETARY OF THE INTERIOR STANDARDS FOR REHABILITATION REVIEW (CONTINUED)

	MEETS	DOES NOT MEET
7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.		
8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.		
9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.		
10. New additions and adjacent or related new constructions shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.		

LANDMARKS COMMISSION HISTORIC REVIEW PROCESS

1. Submit the **Landmarks Commission Historic Review Application** and all required supporting materials to the Planning and Development Department in accordance with the application deadlines on page 5.
2. Prior to scheduling the case for Landmarks Commission review, a design review meeting between the applicant, Planning staff and Design Review Committee will be required.
3. Following receipt of a complete **Landmarks Commission Historic Review Application**, attendance at the Design Review meeting, and receipt of revised plans, if required, planning staff will schedule the application for consideration at the next available Landmarks Commission meeting.
4. Planning staff will evaluate the proposal based upon the application materials provided and the *Secretary of the Interior's Standards for Rehabilitation*. The applicant may be required to provide additional materials or information. In addition, staff may request modifications be made to the project to meet the standards.
5. Planning staff will prepare a staff report for the Landmarks Commission containing a description of the project, a copy of the application materials submitted and a recommendation.
6. The Landmarks Commission will conduct a public meeting to consider the project. **The applicant MUST be present at the meeting in order for the application to be considered. The application will be tabled if the applicant is not present.**
7. If the Landmarks Commission finds that the proposed project meets the *Secretary of the Interior's Standards for Rehabilitation* and will not damage or destroy the historic property and/or historic district, the project may proceed. If the Landmarks Commission finds that the project does not meet the standards, the applicant may: 1) Modify the project and resubmit the application; 2) Appeal the Landmarks Commission decision to the City Council; or 3) Not do the project. Appeals must be submitted within 15 days on forms provided by the City.

UNDER NORMAL CIRCUMSTANCES, A MINIMUM OF 2 WEEKS IS REQUIRED FROM SUBMITTAL OF A COMPLETED APPLICATION TO THE FINAL DECISION.

We, the undersigned, hereby authorize the submittal of this application and associated documents and certify that all the information contained therein is true and correct. (Signature of property owners)

Signature

Signature

Printed Name

Printed Name

Landmarks Commission Historic Review Application
Submittal Deadlines and Meeting Schedule

Historic Review Application Deadline	Design Review Meeting 3:30 p.m.	Revised Plan Submittal Deadline	Landmarks Commission Meeting 4:00 pm.
November 28, 2016	December 8, 2016	December 29, 2016	January 12, 2017
December 29, 2016	January 12, 2017	January 16, 2017	January 26, 2017
January 16, 2017	January 26, 2017	January 30, 2017	February 9, 2017
January 30, 2017	February 9, 2017	February 13, 2017	February 23, 2017
February 13, 2017	February 23, 2017	February 27, 2017	March 9, 2017
February 27, 2017	March 9, 2017	March 13, 2017	March 23, 2017
March 13, 2017	March 23, 2017	April 3, 2017	April 13, 2017
April 3, 2017	April 13, 2017	April 17, 2017	April 27, 2017
April 17, 2017	April 27, 2017	May 1, 2017	May 11, 2017
May 1, 2017	May 11, 2017	May 15, 2017	May 25, 2017
May 15, 2017	May 25, 2017	May 30, 2017	June 8, 2017
May 29, 2017	June 8, 2017	June 12, 2017	June 22, 2017
June 12, 2017	June 22, 2017	June 28, 2017	July 13, 2017
July 3, 2017	July 13, 2017	July 18, 2017	July 27, 2017
July 17, 2017	July 27, 2017	July 31, 2017	August 10, 2017
July 31, 2017	August 10, 2017	August 14, 2017	August 24, 2017
August 14, 2017	August 24, 2017	August 30, 2017	September 14, 2017
September 4, 2017	September 14, 2017	September 18, 2017	September 28, 2017
September 18, 2017	September 28, 2017	October 2, 2017	October 12, 2017
October 2, 2017	October 12, 2017	October 16, 2017	October 26, 2017
October 16, 2017	October 26, 2017	October 30, 2017	November 9, 2017
October 30, 2017	November 9, 2017	December 4, 2017	December 14, 2017
December 4, 2017	December 14, 2017	December 27, 2017	January 11, 2018
December 28, 2017	January 11, 2018	January 15, 2018	January 25, 2018

PLEASE NOTE:

The applicant or agent must attend the Design Review meeting and Landmarks Commission meeting. If the applicant is not present, the application will not be considered.