Local Historic District Designation (& Boundary Expansion) Process

Neighbors Meet and get a Consensus on the District Boundaries & Design Guidelines and circulate a petition. City Planning Staff is available to assist, provide information, and help with any questions

Submit One Application Form, and a copy of the proposed District boundaries (Legal Description) & a copy of the proposed Design Guidelines and a petition signed by at least 51% of the property owners (Deadline – First Wednesday of Month)

Request Reviewed by Planning Staff

Historic Preservation Commission Conducts Preliminary Review of Application & Either Sends it back to the Neighborhood or Staff, or Schedules a Public Hearing. Regular Meeting Date of Historic Preservation Commission - Third Wednesday of Month

Notice Sent to Owner and/or Person Handling Request

Agenda Package Prepared and Mailed to Commissioners Prior to Meeting Date

Within 7 Days of Recommendation, the Following are Forwarded to the Planning and Zoning Commission

Resolution with Design Guidelines Map Showing Location of Proposed Landmark or Boundaries of Nominated Historic District “H” Overlay District Zoning Application Form

Historic Preservation Commission Conducts Public Hearing on Application & makes Recommendation for Approval or Denial

Notice of Public Hearing, proposed boundaries & design guidelines are mailed to all property owners within and adjoining the proposed district

Regular Meeting Date of Historic Preservation Commission - Third Wednesday of Month

The City Council conducts a Second & Third Reading of the Request

COUNCIL APPROVES DISTRICT BOUNDARIES & DESIGN GUIDELINES BY ORDINANCE

The City Council holds a Public Hearing & First Reading for the District Designation & Design Guidelines

Requires 15 days Public Notice

Planning and Zoning holds a Public Meeting to Review the Nomination and Makes Recommendation for Approval or Denial to the Council

Zoning Maps are Updated and The Signed Ordinance gets Recorded with the County Recorder and Signage is Provided for the District as it is Appropriate

HPC ADOPTS DISTRICT BOUNDARIES & DESIGN GUIDELINES BY RESOLUTION

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