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

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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)

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Request Reviewed by Planning Staff

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Notice Sent to Owner and/or Person Handling Request

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Agenda Package Prepared and Mailed to Commissioners Prior to Meeting Date

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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

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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

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HPC ADOPTS DISTRICT BOUNDARIES & DESIGN GUIDELINES BY RESOLUTION

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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

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

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

Requires 15 days Public Notice

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COUNCIL APPROVES DISTRICT BOUNDARIES & DESIGN GUIDELINES BY ORDINANCE

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

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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

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