



Agenda Report

Agenda of:	December 17, 2025
Department:	Community Development Department
Subject:	Tracking Projects for Compliance with Approved Plans

Background

Ensuring that work completed under an approved Certificate of Appropriateness (COA) aligns with the plans reviewed by the Historic Landmark Commission is an important part of historic preservation. At this time, the Building Inspection Department is responsible for periodically inspecting projects for general code compliance and consistency with approved plans.

The Commission has expressed interest in discussing whether additional tracking or oversight mechanisms could be explored to ensure compliance with approved historic plans, particularly for visible exterior improvements.

Per the City's current code provisions, the Historic Preservation Officer's role does not include ongoing project monitoring or inspection authority. As a result, any alternative approach—such as the creation of a subcommittee or task force—would need to be carefully evaluated for consistency with the City's ordinances and legal framework.

Discussion

Potential discussion topics include:

- The limitations of the current compliance and inspection process.
- Whether a Commission subcommittee or advisory role could assist with tracking projects.
- Coordination between the HLC and Building Inspection Department.
- Legal considerations related to oversight and enforcement authority.

Staff recommends that any changes to roles or responsibilities be reviewed with the City Attorney prior to implementation.

Recommendation

No action is requested at this time. Staff recommends:

- Discussion by the Commission.
- Direction on whether staff should seek legal guidance and return with feasible options for enhanced tracking or coordination.