



Agenda Report

Agenda of: December 17, 2025

Department: Community Development Department

Subject: Timeline / Deadline for Completion of Approved Work

Background

Currently, when the Historic Landmark Commission (HLC) approves a Certificate of Appropriateness (COA), the approval does not include a defined deadline for completing the approved work. In practice, this has resulted in some projects remaining partially completed or delayed for extended periods of time, which may contribute to visual blight or uncertainty regarding the status of approved improvements.

Commission members have expressed interest in discussing whether a formal timeline or expiration period should be established for approved work. Other cities address this issue by setting a deadline after which a COA or permit becomes void if work has not commenced or if reasonable progress is not demonstrated, requiring the property owner to reapply.

It was noted during prior discussion that, under the current framework, enforcement options are limited as long as some level of progress is occurring.

Discussion

Key discussion points for the Commission may include:

- Whether establishing a standard timeframe for completing approved work would be beneficial.
- How “reasonable progress” could be defined, if at all.
- Whether a COA expiration or reapplication requirement would be appropriate.
- How such a policy would align with existing City permitting processes.

Because any enforceable timeline may have legal and procedural implications, staff recommends consulting with the City Attorney before drafting or implementing any policy changes.

Recommendation

No action is requested at this time. Staff recommends:

- Discussion by the Commission.

- Direction on whether staff should consult with the City Attorney and return with options or draft language for consideration.