



MEMO

PLANNING AND COMMUNITY DEVELOPMENT

To: Redevelopment Authority
From: Adrienne Nelson, Associate Planner
Date: April 29, 2026
Re: Certificate of Appropriateness Application

Although a [Design Guide](#) was approved by RACK on [March 6, 2025](#), for the purpose of assisting property owners in the Commercial Core District when applying for a Certificate of Appropriateness, a formal application has not been created for this process. Staff has put together a Certificate of Appropriateness application to alleviate any future confusion for applicants and to draw attention to the requirements outlined in the Zoning Code.

Recommendation

Staff recommend approval of the Certificate of Appropriateness application.

