



## CITY OF NORMAN, OK STAFF REPORT

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**MEETING DATE:** 11/14/2024

**REQUESTER:** City of Norman

**PRESENTER:** Anais Starr, Planner II

**ITEM TITLE:** CONSIDERATION OF ADOPTION, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2425-17: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA AMENDING CHAPTER 36, ARTICLE V, ZONING, SECTION 36-535, HISTORIC DISTRICT COMMISSION REQUIREMENT; AMENDING THE APPLICATION REQUIREMENTS FOR CERTIFICATE OF APPROPRIATENESS; EDITS FOR CONSISTENCY OR CORRECTIVE PURPOSES; AND ALLOW HISTORIC PRESERVATION OFFICER TO GRANT TIME EXTENSION FOR CERTIFICATE OF APPROPRIATENESS; AND PROVIDING FOR THE SEVERABILITY THEREOF.

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### **BACKGROUND:**

These requested amendments are brought forward by the Historic Preservation Officer for review and adoption to provide a "cleaner" Certificate of Appropriateness application process. The requested amendments do not change the intent of the Historic District Ordinance but provide for a consistent application process, efficiency in the administration of the Historic Districts, and an administrative means for extension of the Certificate of Appropriateness.

### **DISCUSSION:**

On January 26, 2022, the City Council adopted amendments to the Historic District Ordinance along with the revised Preservation Guidelines. The Planning Department recently modified application processes to provide consistency amongst different Board and Commission application types. The Historic Preservation Officer requests these proposed minor amendments to bring the Historic District Commission application process in line with the other Planning application processes and to provide a "cleaner" administration of the Historic District program.

The proposed amendments are as follows:

- Amended 36-535.g.(3) *Certificates of Appropriateness, Submitting COA application materials*. This removes the list of application requirements from the section and replaces it with a reference to 36-535. (g).9.a. *Application*, for application requirements

to be met. Provided submission deadline for a Historic District Commission feedback session. Simplified wording for clarity.

- Amended 36-535.g.9.a. *COA Application Requirements and Procedures, Application*. Removed the required “24 calendar days prior to the meeting” for the submission deadline. The deadline for COA submissions will be the same as other Planning applications which is currently the first business day of each month. Wording was also modified to provide clarity regarding application process and documents required.
- Amended 36-535(g) 9. b. *Compliance with COA, Required Procedures for Certificate of Appropriateness, Notification of Historic District Commission*. Removed the word “working” to align the notification of the Historic District Commission with other Planning notification processes.
- Amended 36-535(g) 9.b.9. *Compliance with COA, Required Procedures for Certificate of Appropriateness, Amending a COA*. A deadline for the submission of a COA amendment request was added. This amendment also includes the addition of the ability for the Historic Preservation Officer to grant 6-month extensions of time for a Certificate of Appropriateness. This will provide relief for applicants and avoid a reapplication process to the HD Commission.

These requested amendments are shown in the annotated copy of the Historic District Ordinance attached to this item.

**RECOMMENDATION:**

Staff forwards this proposal for amendments to the Historic District Ordinance to Chapter 36, Zoning Ordinance, as Ordinance O-2425-17 for consideration by the Planning Commission and a recommendation to the City Council.