

# STAFF REPORT



**SUBJECT:** Consider Proposed Historic District Ordinance

On September 17, 2024, the Development Services Committee voted to assign the proposed ordinance to the Planning and Zoning Commission for a Public Hearing and subsequent recommendation to City Council.

**DEPARTMENT:** Development Services

**STAFF CONTACT:** Steve Killen, Director of Development Services

## RECOMMENDATION:

Community members have approached staff with an interest in establishing an ordinance that would require the issuance of a certificate of appropriateness before any work is performed for exterior facades of buildings within the district. Staff have been working closely with these community members to draft an ordinance that meets these desires. Historic District ordinances are common across the Nation and widely vary in the degree of regulation. Local Government Code Chapter 211 provides the authority for the adoption of such ordinances.

The proposed ordinance highlights include:

1. Authorized by Ch 211 of LGC
2. Purpose is to protect historic, architectural and cultural heritage
3. Creates a Historic Commission of five members with duties such as:
  - a. Recommend to Council the district and resources
  - b. Administer the program
  - c. Approve or deny Certificates of Appropriateness – requiring at least 3 votes of the Commission
  - d. Deem a building as Demolition by Neglect
4. Any person making modifications (including demolitions) to historic buildings/resources or the exterior of street facing facades of any building within the Historic Preservation District must APPLY and obtain a Certificate of Appropriateness before work may be authorized.
5. The Commission must act within 30 days, or it is referred to Council.
6. The Commission’s decision can also be appealed to Council.
7. Work being performed without a COA or not in compliance with the approved COA is subject to a Stop Work Order by the City.
8. Ordinary Maintenance and Repair is not prohibited.
9. It is an offence to violate the provisions of the ordinance – if so adopted.
10. The proposed guidelines do establish a vacant building registration requirement.

The Commission is to hold a public hearing and provide a recommendation to the City Council.

## ALTERNATIVES

1. Recommend the City Council adopt the proposed ordinance.
2. Recommend the City Council reject the proposed ordinance.