

§ 325-4. Nomination of historic sites and districts.

- A. Historic sites. The Commission may nominate any property within the City of particular historic significance for designation as a historic site by the Common Council.
- B. Historic districts. The Commission may nominate certain geographic areas within the City which are distinct in their historic significance for designation as a historic district by the Common Council.

§ 325-5. Nomination criteria.

A historic site or historic district nomination may be given for any site, building, improvement, structure or geographic area of particular historic significance for which two or more of the following concerns can be substantiated:

- A. It has character or interest as part of the heritage of the City.
- B. It is a site of a significant historical event.
- C. It can be identified with a person or persons who significantly contributed to the culture and heritage of the City.
- D. It embodies distinguishing characteristics of an architectural type or specimen.
- E. It can be identified as the work of an architect or master builder whose individual work has influenced the development of the City.
- F. It has a relationship to other distinctive buildings, structures, improvements or areas which are eligible for preservation according to a historic design or motif.

§ 325-6. Nomination and designation procedures.

- A. Form of nomination. Each historic site or historic district nomination shall be forwarded to the Common Council through the office of the City Clerk in the form of an introductory resolution, which shall include: **[Amended 7-5-2022 by Ord. No. 22-63]**
- (1) An analysis of the historic significance;
 - (2) A statement of the specific nomination criteria met;
 - (3) A statement of preservation objectives; and
 - (4) Preservation guidelines and requirements for alteration, restoration and rehabilitation efforts unique to the nominated historic site or historic district which are in addition to those set forth in this chapter. Owner-imposed guidelines and requirements which are consistent with the purpose and policy of this chapter may also be incorporated.
- B. Initial Council action. Within 30 days of receipt of the nomination by the City Clerk, the Common Council shall, by motion, deny the nomination; refer the nomination back to the Commission or to any other appropriate City department, committee or commission for further deliberation; or give preliminary approval of the nomination. **[Amended 7-5-2022 by Ord. No. 22-63]**
- C. Public hearing. In the event of a preliminary approval of a nomination by the Common Council, the City Clerk shall schedule a public hearing on the nomination before the Common Council, published notice of which shall be given at least two weeks in advance of the hearing. In addition, the Commission shall provide the City Clerk with a list of names and addresses of all owners of real property located, in whole or in part, in the nominated historic site or historic district and, in the case of a nominated historic district, all owners of real property located, in whole or in part, within 200 feet of the nominated historic district. A letter shall be mailed to each individual or party listed, informing them of the nomination and date of the public hearing. A copy of the nominating resolution, including all appendages and attachments, shall be maintained in the office of the City Clerk for inspection by the general public. **[Amended 7-5-2022 by Ord. No. 22-63]**
- D. Designation. Subsequent to the public hearing and upon the further recommendation of the Commission, the Common Council shall either affirm or deny the nomination by passage or rejection of the nominating resolution. Passage shall be by a two-thirds vote of the whole Council. In the event of passage, the nominated site, building, improvement, structure or geographic area shall be officially designated as a historic site or historic district within the City, in accordance with and subject to the terms and provisions of the nominating resolution and this chapter, said designation to be effective as of the date of passage of the nominating resolution.
- E. Repeal of designation. Any action to repeal or amend any prior historic site or historic district designation may be commenced only if the subject property has lost the historic or architectural features for which it was originally listed and shall be subject to the public hearing and notification requirements of Subsection C above and shall require a two-thirds vote of the whole Common Council. **[Amended by Ord. No. 08-04]**