

Heritage Preservation Commission Policy #17-001

Applications that require Heritage Preservation Commission review

Effective: August 24, 2017

I. Purpose

This summarizes the policy of the Heritage Preservation Commission (HPC) of what level of review is required per project type within a heritage district or at a heritage site. Certain projects will always require Commission review due to size or complexity and the potential effect on a heritage district. Proposals that do not meet the guidelines will require commission review.

HPC Staff make the final decision on what applications require Commission review.

By adopting policies and procedures, equitable to all, the Heritage Preservations Commission aspires to conduct efficient and effective meetings. The Heritage Preservation Commission has the authority to set policies and procedures as per Legislative Code Sec. 73.03.

The Heritage Preservation Commission endeavors to treat all with dignity and respect, regardless of their race, religion, gender, ethnicity, age, or ability.

II. Statement of Policy

Applications that require Heritage Preservation Commission Review

Applications that do not meet the applicable design guidelines

Violations or After-the-Fact reviews

New Infill Construction

Additions to a primary facade

Demolition of primary structures

Demolition of contributing garages

Additions 1000 sq.ft. or more or additions that are greater than the existing square footage

Complex garages: more than 2 bays and/or over 625 sq.ft.

Proposed work that is not compliant with Building or Zoning Code

Applications eligible for administrative staff review*

*If application meets the applicable design guidelines

Rehabilitation work

Deck installation or renovation

Additions under 1000 sq.ft.

Fencing

Antennas or wireless cell towers

Reroofing (no change in material)

Sheds less than 100 sq.ft.

Mechanical work: vents, HVAC, duct work, solar, etc.

Non-front façade egress windows

Window replacement (Single window)

Retaining walls less than 18" in height from grade

Simple garages: no larger than 625 sq.ft. and 2 bays

Signs

In-Kind repair or replacement

Lot amendment-lot splits-Adjustments of Common Boundary

Work to structures outside of the Period-of-Significance (non-contributing or new construction)

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