

TO: Historic Preservation Commission

FROM: Jeff Albertson, Building Commissioner

DATE: February 4, 2021

RE: Discussion on Landmark Designation Notification Process

During the recent Landmark Designation deliberations for 210 N Washington Avenue the City Council requested a review of the notification process for the property owner. Several council members felt that there needs to be some enhancement to the notification process as the owner in this case did not find out about this being done until the middle of the process. There were suggestions of requiring owner consent and not requiring owner consent but requiring a position statement from the owner before the application can proceed.

As you may recall the process requires owner notification at a couple of points. It requires owner notification or consent of the application before the application can proceed through the process. It also requires a public hearing, in front of the Commission, within 45 days of filing the application and notification to the property owner of the hearing, not less than 15 days nor more than 30 days prior to the hearing. These notifications are accomplished by sending the notifications by certified mail. It requires the Commission's recommendation decision to be made within 30 days of the close of the public hearing. It lastly requires the recommendation of the Commission to be forwarded to City Council within 30 days of the decision.

Any proposed changes to the process would need to be prepared and submitted to the Commission for consideration and recommendation to the City Council. They would then need to be approved by the City Council with an ordinance.

This item will be on your February 8, 2021 agenda for discussion.

Cc: Scott Buening
File