



**UDC OHP Amendments
Task Force Subcommittee Meeting: Landmark Designation Process
August 22, 2019**

Attendance

Barbara Witte-Howell
Vince Michael
Ashley Farrimond
Jeff Fetzer

City Staff

Lauren Sage
Shanon Miller
Cory Edwards
Alma Lozano
Jenny Hay
Kathy Rodriguez

Meeting Notes

Jenny summaries staff recommendations.

1. Refine non-owner requests for review to increase transparency of process.
 - a. Petition
 - i. For properties without a recent assessment (within last 5 years)
 - ii. Requires signatures of SA residents – 15 to 20?
 - iii. Requires notification of NA and Council Office?
 - iv. Requires research and statement of significance (see Boston’s checklist example)
 - b. Appeal
 - i. For properties that have been determined ineligible within the last 5 years (through assessment, survey, or demo review)
 - ii. Requires fee - \$150? (in line with Designation Verification)
 - iii. Requires research and statement of significance (see Boston’s checklist example)

Discussion

- From Boston: Required to meet with the HPO, and the commission would review before the public hearing
- How to define what new information is? Who decides what new information is? It could be a change in context
- Appeal could include a higher bar of signatures

2. Clarify timeline for non-owner requests
 - a. Petition



- i. 30 day notice requirement
 - ii. Scheduled for first HDRC meeting after 30 days?
 - iii. Scheduled for City Council within 30 days?
- b. Appeal
- i. Expedited timing – potentially follow HDRC deadlines?
 - ii. Scheduled for City Council within 30 days

Discussion

- 30 day notice requirement to property owner (this is what we have now); can this be way?
- Could this be waived still? Yes.
- Currently not in the code is the time between HDRC and City Council →proposing 30 days to be scheduled

Discussion of time given to applicant/citizens/property owners

- Discussion giving more CTBH time; discussed allowing organized groups (historic district neighborhood association) to have more time, equal to the applicant (20 min)
- Shared that the HDRC Subcommittee discussed reducing the applicant’s time and changing order
 - Applicant: 20 minutes (includes architect, lawyer, engineer, etc)
 - CTBH: 3 minutes each
 - Applicant rebuttal

Next Steps

- OHP staff to firm proposal up and present to full UDC Task Force