



Members:
David Freeman (Chairman)
Rebecca Nash Paden (Vice Chair)
Martin Kendall
Alan Levine
Marion Savic
Renee Severson
Ray Worden

Process For Designating A Local Historic District

STEP 1. REQUEST TO PROCEED

Request approval from City Council to conduct and prepare a report on the historic, cultural, architectural or aesthetic significance of the place, district, site, building or structure or work of art proposed for designation or acquisition. [Article 7-8-9-040 (B)(1)]

STEP 2. PREPARE DESIGN GUIDELINES

STEP 3. DRAW BOUNDARIES

The HPC shall delineate the boundaries of the proposed district. [Article 7-8-9-040 (A)(5)]

STEP 4. ADOPTION OF DESIGN GUIDELINES BY HPC [PUBLIC HEARING]

- Notice of the hearing for the Guidelines shall be published at least one time in the MDJ prior to the hearing. [Article 7-8-9-040 (B)(2)]
- Written notice of the hearing shall be mailed to all owners and occupants of such properties. [Article 7-8-9-040 (B)(2)]
- All notices shall be published or mailed not less than ten nor more than 20 days prior to the public hearing. [Article 7-8-9-040 (B)(2)]

STEP 5. ADOPTION OF DESIGN GUIDELINES BY CITY COUNCIL [PUBLIC HEARING]

- Notice of the hearing for the Guidelines shall be published at least one time in the MDJ prior to the hearing. [Article 7-8-9-040 (B)(2)]
- Written notice of the hearing shall be mailed to all owners and occupants of such properties. [Article 7-8-9-040 (B)(2)]
- All notices shall be published or mailed not less than ten nor more than 20 days prior to the hearing. [Article 7-8-9-040 (B)(2)]

STEP 6. REPORT TO DNR

Submit report to the Division of Historic Preservation of the Department of Natural Resources for review and comment. HPD has 30 days to review and comment. [Article 7-8-9-040 (B)(1)]

STEP 7. CONDUCT VOTE

- Ballots shall be sent certified mail to each eligible owner using the last known address from City ad valorem tax records. [Article 7-8-9-040 (A)(7)(c)]
 - i. A notice that voting is taking place and addressed to “occupant” shall also be sent regular mail to the address in the proposed district. [Article 7-8-9-040 (A)(7)(c)]
- Ballots must be returned to the Director of Development Services within 60 days from the time that the ballots are mailed. [Article 7-8-9-040 (A)(5) and Article 7-8-9-040 (A)(7)(b)]
- For a district to be eligible for designation, at least 60 percent of private property owners within a proposed district must consent. [Article 7-8-9-040 (A)(2)]



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- i. The percentage is calculated using the number of affirmative votes divided by the total eligible votes (not total respondents). [Article 7-8-9-040 (A)(7)(c)]
- ii. Each property owner within the proposed Historic District shall have one (1) vote per parcel of property. [Article 7-8-9-040 (A)(3)]
- iii. No votes counted for substandard lots that do not contain a structure and are vacant. [Article 7-8-9-040 (A)(4)]

STEP 8. PREPARE ORDINANCE

If previous criteria are met and 60% approval obtained, prepare an Ordinance establishing the district that includes:

- A description of the boundaries of the district
- A list of each properties located therein,
- The name or names of the owners of each property
- And shall require that a certificate of appropriateness be obtained from the HPC prior to any material change in the appearance of any structure, site or work of art located within the district. [Article 7-8-9-040 (A)(2)]

STEP 9. ADOPTION OF DESIGNATING ORDINANCE BY HPC [PUBLIC HEARING]

- Notice of the hearing for the ordinance shall be published at least three times in MDJ prior to the hearing. [Article 7-8-9-040 (B)(2)]
- Written notice of the hearing shall be mailed to all owners and occupants of such properties. [Article 7-8-9-040 (B)(2)]
- All notices shall be published or mailed not less than ten nor more than 20 days prior to the public hearing. [Article 7-8-9-040 (B)(2)]

STEP 10. ADOPTION OF DESIGNATING ORDINANCE BY CITY COUNCIL [PUBLIC HEARING]

- Notice of the hearing for the ordinance shall be published at least three times in MDJ prior to the hearing. [Article 7-8-9-040 (B)(2)]
- Written notice of the hearing shall be mailed to all owners and occupants of such properties. [Article 7-8-9-040 (B)(2)]
- All notices shall be published or mailed not less than ten nor more than 20 days prior to the hearing. [Article 7-8-9-040 (B)(2)]

STEP 11. FINAL ACTION BY CITY COUNCIL

Following the public hearing, council may adopt the ordinance as prepared, adopt the ordinance with any amendments it deems necessary, or reject the proposal.

STEP 12. NOTICE TO OWNERS AND RESIDENTS

If approved, notices must be sent to each owner and occupiers of any property within the designated area apprizing them of the necessity for obtaining a COA prior to any material change in appearance. Notices must be mailed within 30 days of the adoption of the ordinance by City Council.

STEP 13. UPDATE ZONING MAP

The designated properties shall then be listed on the official zoning map.