AGENDA

1. CALL TO ORDER

2. ROLL CALL

3. APPROVAL OF MARCH 27, 2019 MINUTES

4. REGULAR BUSINESS
   Deliberations will be held at the end of each case after public comment has been closed. No public comment is allowed during deliberations.

   CASE NO. HPC 19-05
   Public hearing on the request of Charlie Lamb, to obtain a Certificate of Appropriateness for alterations to the accessory storage structure to include but not limited to log siding, replacing windows and the front door, and new covered deck for the property located at 4530 N. Knoxville Ave. (Parcel Identification No. 14-21-451-001), Peoria, Illinois (Council District 3).

   CASE NO. HPC 19-06

5. NEW BUSINESS
   Discussion of Chapter 16 Historic Preservation Code – Designation Procedure
   Discussion on possible creation of Pictorial Architectural Index

6. CITIZENS’ OPPORTUNITY TO ADDRESS THE COMMISSION

7. ADJOURNMENT

Inquiries: Community Development Department, (309) 494-8600 or kweick@peoriagov.org
WELCOME!

If you plan on speaking, please complete a Blue Speaker Form

For each case the following sequence will apply:

1. Chairperson proceeds with swearing in procedures
2. Chairperson announces the case
3. Staff enters case into the record
   a. Staff presents the case
   b. Staff answers questions from the Commission
4. Petitioner presents case and answers questions from the Commission
5. Chairperson opens the meeting to the public
6. Public comments – Chairperson may ask for response/input from staff and petitioner
7. Petitioner presents closing statements
8. Public testimony is closed (No further public comment)
9. Commission deliberates and may consult staff
10. Commission prepares findings, if applicable
11. Commission votes

All comments and questions must be directed to the Commission
The regularly scheduled meeting for the Historic Preservation Commission Meeting was held on Wednesday, March 27, 2019, at 8:30 a.m., City Hall, 419 Fulton Street, Room 400, with Chairperson Robert Powers presiding and with proper notice having been posted.

ROLL CALL
The following Historic Preservation Commission Commissioners were present: Deborah Dougherty, Jan Krouse, David Stotz and Chairperson Robert Powers – 7. Absent: Lesley Matuszak, Geoff Smith, and Michael Maloof - 3.

Staff Present: Kerilyn Weick and Megan Nguyen.

MINUTES
Commissioner Dougherty moved to approve the minutes of the regularly scheduled meeting held on February 27, 2019; seconded by Commissioner Krouse.

The motion was approved viva voce vote 4 to 0.

SWEARING IN OF SPEAKERS
Staff member, Megan Nguyen, swore in the public.

REGULAR BUSINESS
CASE NO. HPC 19-04
Public hearing on the request of Thien Tam Buddhist Temple NFP, to obtain a Certificate of Appropriateness to allow for a landscaped garden, fence, statue, exterior lighting, and gazebo or water fountain, for the property located at 839 W. Moss Avenue (Parcel Identification No. 18-05-482-018), Peoria, IL (Council District 2).

Urban Planner, Kerilyn Weick, Community Development Department, read Case No. HPC 19-04 into the record and presented the request as outlined in the memo. She reported permits would be required for the gazebo and wiring the lights.

Chairperson Powers opened the Public Hearing.

John Wall, contractor for the petitioner, summarized the request and indicated a plumbing permit would be obtained for the water feature. In response to questions from the commission, Mr. Wall explained the scope includes removal of the chain link fence along Moss Avenue, low maintenance plant types and 19 ft tall stone statue. He explained either a gazebo or fountain would be installed. Examples of each were in the application. The material for the water fountain would be stone/plaster mixture.

With no further interest from the public, Chairperson Powers closed the hearing to public testimony.

Ms. Weick responded to the commission with the area of the garden and confirmed the proposed fence along Moss Avenue conforms with the Unified Development Code requirements for front yard fencing. She explained all features of the proposed garden should be reviewed by this commission in accordance with the existing special use on the property, granted to permit a place of worship with a condition that the commission review improvements for the property inside the local historic district.

Motion:
Commissioner Stotz made a motion to approve the request; seconded by Commissioner Krouse.

Discussion
Chairperson Powers read the Findings of Fact for a Certificate of Appropriateness.

The motion was APPROVED by roll call vote 4 to 0.

Yeas: Dougherty, Krouse, Stotz, Powers –4
Nays: None.
NEW BUSINESS

Discussion of Chapter 16 Historic Preservation Code – Designation Procedure

Chairperson Powers asked the Commission to consider the landmark designation procedures in the case of contested demolitions. Chairperson Powers provided an example. The Camp Lyon monument in Bradley Park is not a designated landmark and would not need review by the Historic Preservation Commission to approve demolition. Chairperson Powers suggested the commission consider a codified means for the public to request landmark designation for a structure when it is proposed for demolition. This request could be made without property owner consent but only with sufficient objection to demolition.

In response to a request by Chairperson Powers, Ms. Weick summarized the current procedures for demolition, including the required 30-day public notice period.

Chairperson Powers summarized the current process for designation of districts verses landmarks.

Commissioners discussed the potential difficulty of building support in objection to the demolition of a structure on private verses public property. Also discussed any new mechanism should not be unduly difficult, must be timely within the already established 30-day public notice period, and the least invasive for the property owner. Commissioners discussed if the reviewing body should be the elected officials of the City Council or a commission. Commissioners discussed potential types of criteria to warrant the request for landmark designation: petition, age of building, proximity to historic district, or something else. Commissioners discussed additional public notice steps prior to a demolition is not warranted.

Chairperson Powers noted no attendance from the public. Chairperson Powers offered to send letters to local and state historic preservation interest groups to request input on this topic and requested staff recommendation and comments.

Staff suggested the next meeting include material on the demolition procedures and history.

Chairperson Powers called for public comment on this item. There were no citizens who wished to address this topic.

Discussion on possible creation of Pictorial Architectural Index

Chairperson Powers, introduced the discussion topic. Chairperson Powers suggested the 2019 work plan for the commission include creating a survey of properties in the historic district and designated landmarks. The survey would include an index of each property and landmark with a current photograph from the street. Mr. Powers called for volunteers from the commission and community to participate in taking photos and creating the index. He requested the commission consider starting this project in the next 30 days.

Ms. Weick will review records for a list of addresses in the local historic districts.

Commissioner Stotz identified the library and Peoria Historical Society as likely sources of information and volunteers.

Commissioners discussed useful information that could be indexed and expressed interest in participation.

Commissioner Dougherty recommended this topic be continued to the next regularly scheduled meeting so that the other commissioners would be involved.

Chairperson Powers called for public comment on this item. There were no citizens who wished to address this topic.

CITIZENS’ OPPORTUNITY TO ADDRESS THE COMMISSION

There were no citizens who wished to address the Historic Preservation Commission at 9:34 A.M.

ADJOURNMENT

Commissioner Stotz moved to adjourn the Historic Preservation Commission meeting; seconded by Commissioner Dougherty.

The motion was approved viva voce vote 4 to 0.

The Historic Preservation Commission Meeting adjourned at approximately 9:35 a.m.
TO: Historic Preservation Commission
FROM: Kerilyn Weick, Urban Planner
DATE: April 24, 2019

RE: HPC CASE NO. 19-05: Public hearing on the request of Charlie Lamb, to obtain a Certificate of Appropriateness for alterations to the accessory storage structure to include but not limited to log siding, replacing windows and the front door, and new covered deck for the property located at 4530 N. Knoxville Ave. (Parcel Identification No. 14-21-451-001), Peoria, Illinois (Council District 3).

NOTIFICATION: Mailed notification was provided to property owners with property in the local historic district and within 250 radial feet of the subject site. Notice was sent no less than 15 days prior to the review.

REQUEST SUMMARY: The applicant requests a Certificate of Appropriateness to allow for alterations to the existing rear yard accessory storage structure located at 4530 N. Knoxville Ave. This property is in the local Knoxville Avenue Historic District. A building permit is required for the covered deck.

Please refer to the attached application for more detailed information on the proposal.

DISCUSSION: The Commission should consider the criteria in Historic Preservation Ordinance Section 16-64, when determining if the proposed work is compatible and appropriate.

OPTIONS:
- Approve the application as requested.
- Modify and grant the application.
- Deny the application.

If denied, the petitioner will not be able to submit an application for the same improvements until it is modified to fit the Commission's requests, or a period of 1 year has elapsed.
Disclaimer: Data is provided ‘as is’ without warranty or any representation of accuracy, timeliness or completeness. The burden for determining fitness for, or the appropriateness for use, rests solely on the requester. The requester acknowledges and accepts the limitations of the Data, including the fact that the Data is in a constant state of maintenance. This website is NOT intended to be used for legal litigation or boundary disputes and is informational only. -Peoria County GIS Division.
Disclaimer: Data is provided ‘as is’ without warranty or any representation of accuracy, timeliness or completeness. The burden for determining fitness for, or the appropriateness for use, rests solely on the requester. The requester acknowledges and accepts the limitations of the Data, including the fact that the Data is in a constant state of maintenance. This website is NOT intended to be used for legal litigation or boundary disputes and is informational only. – Peoria County GIS Division
Certificate of Appropriateness Application
Historic Preservation Commission

Property Information: (The property the work will be performed on)
Address: 4530 N. KNOXVILLE AVE Zip Code 61614
Tax ID Number: 14-31-454-001 Architectural Style: 

Applicant: (The person/organization applying.)
Name: CHARLIE LAMB
Company/Neighborhood Association: LAMB BUILDER'S INC
Address: 8211 N. HALE
City: PEORIA State: IL ZIP: 61615
Daytime Phone: (309) 264-7825 Email: LAMBBUILDERINC@ATT.NET
Applicant Signature: Charlie LAMB Date: 03/19/19

Owner: (Skip this section if the applicant and owner information is the same)
Name: JIM BERRY
Company/Neighborhood Association: 
Address: 4530 N. KNOXVILLE AVE
City: PEORIA State: IL ZIP: 61614
Daytime Phone: (309) 360-3475 Email: JBERRY454@AOL.COM
Owner Signature: JIM BERRY Date:

Contractor Information: (If available, not required)
Name: LAMB BUILDERS INC
Company/Neighborhood Association: 
Address: 8211 N. HALE
City: PEORIA State: IL ZIP: 61615
Daytime Phone: (309) 693-7704 Email: LAMBBUILDERINC@ATT.NET
Job Description for
Jim and Gloria Berry
4530 N Knoxville Ave.
Peoria IL

Lamb Builders Inc. (LBI) proposes to renovate the out-building (barn) on the property of Jim and Gloria Berry. We plan to remove the old vinyl siding and old, rotten windows. LBI would then install a new rainscreen housewrap and new construction American Craftsman Vinyl double hung windows, bronze in color. The new windows would have bronze grills in the upper sash, as to match the windows in the main house. The windows will be wrapped in Meadow Valley 3"/6" White Pine hewn window and door trim, in a prefinished cedar stain color. Abutting the window trim will be Meadow Valley 2-1/2"/10" Supersiding hewn log siding, also in the prefinished cedar stain. The corner batts will be Meadow Valley 9" solid round White Pine hewn corner log stained cedar color, to match the Meadow Valley prefinished products.

The new proposed porch area will be constructed with an open ceiling and composite hidden fastener decking. The deck would be conventionally framed. The base structure will be framed with treated floor joints and band boards, wrapped in stainable cedar trim board, to ensure no treated wood is visible. Topping the deck frame will be Envision Expression redwood decking with hidden fasteners. Supporting the roof will be 8"/8" sanded cedar posts, stained to match the prefinished siding cedar stain color. Resting on top of the cedar posts will be one 8"/10" sanded cedar beam on each side to support the roof rafters in a matching color to the posts. The roof rafters and ceiling ties will be 2"/10" select structural douglas fur material, sanded clean and bright, color-matched to the cedar beams and posts. All porch jointery, such as posts, beams, and rafters will be timber framed joinery, reminiscent of the period, while being structurally code compliant. The roof sheathing will be douglas fur 2"/6" tongue and groove, color-matched to the porch posts and beams. After an ice and water barrier and tar paper are layered on the roof deck, it will be shingled with IKO lifetime simulated shake shingles, identical to what is currently in place on the barn. New flashing of the original brick chimney will be installed where the porch roof intersects. The front triple panel bifold doors will be replaced with new reclaimed wood raised panel doors with new weather stripping.

All in all, the “visual quality of the structure” will not be retained. The current visual quality is lacking, to say the least. Improvements made to the structure will greatly improve the visual quality of the structure, as well as adding to the integrity of the building’s structural composition. Finally, the improvements will bring a useless eyesore of a building back to a visually, structurally, and functionally useful building, as it was meant to be when planed and constructed.
Porch Roof Reference

Douglas Fir Construction
TO: Historic Preservation Commission

FROM: Kerilyn Weick, Urban Planner

DATE: April 24, 2019


NOTIFICATION:
Mailed notification was provided to surrounding property owners within 250 radial feet of the subject site and no less than 15 days prior to the review.

REQUEST SUMMARY:
The applicant requests a Certificate of Appropriateness to allow for landscaped architecture improvements for the property located at 3014 N. Prospect Avenue, also known as Springdale Cemetery. Springdale Cemetery was designated a local landmark June 29, 1999.

Please refer to the attached application for more detailed information on the proposal.

DISCUSSION:
The Commission should consider the criteria in Historic Preservation Ordinance Section 16-64, when determining if the proposed work is compatible and appropriate.

OPTIONS:
- Approve the application as requested.
- Modify and grant the application.
- Deny the application.

If denied, the petitioner will not be able to submit an application for the same improvements until it is modified to fit the Commission’s requests, or a period of 1 year has elapsed.
Disclaimer: Data is provided 'as is' without warranty or any representation of accuracy, timeliness or completeness. The burden for determining fitness for, or the appropriateness for use, rests solely on the requester. The requester acknowledges and accepts the limitations of the Data, including the fact that the Data is in a constant state of maintenance. This website is NOT intended to be used for legal litigation or boundary disputes and is informational only. -Peoria County GIS Division
Disclaimer: Data is provided 'as is' without warranty or any representation of accuracy, timeliness or completeness. The burden for determining fitness for, or the appropriateness for use, rests solely on the requester. The requester acknowledges and accepts the limitations of the Data, including the fact that the Data is in a constant state of maintenance. This website is NOT intended to be used for legal litigation or boundary disputes and is informational only. -Peoria County GIS Division
Certificate of Appropriateness Application

Historic Preservation Commission

Property Information: (The property the work will be performed on) Springdale Cemetery and Mausoleum

Address: 3014 N Prospect Road, Peoria, IL Zip Code: 61603

Tax ID Number: 146-34-006 Architectural Style: Cemetery and Mausoleum

Applicant: (The person/organization applying)

Name: Springdale Historic Preservation Foundation

Company/Neighborhood Association:

Address: 3014 N Prospect Road

City: Peoria State: Illinois ZIP: 61603

Daytime Phone: (309) 681-1400 Email: 

Applicant Signature: [Signature] Date: 3/20/19

Owner: (Skip this section if the applicant and owner information is the same) Owner of the Monument

Name: Peoria County Board

Company/Neighborhood Association:

Address: 324 Main Street – Room 502

City: Peoria State: Illinois ZIP: 61602

Daytime Phone: (309) 672-6056 Email: 

Owner Signature: [Signature] Date: 4/4/19

Contractor Information: (If available, not required)

Name: Otto Baum Company, Inc. -- Restoration Division

Company/Neighborhood Association:

Address: 866 N Main Street

City: Morton State: Illinois ZIP: 61550

Daytime Phone: (309) 266-7114 Email: 

[Signature]
CITY OF PEORIA
HISTORIC PRESERVATION COMMISSION

CERTIFICATE OF APPROPRIATENESS
Certificate Application

To Restore and Preserve
PEORIA'S 1866 CIVIL WAR MONUMENT

Submitted by:
Springdale Historic Preservation Foundation
3014 N Prospect Road, Peoria, Illinois 61603
March 2019
March 19, 2019

The City of Peoria
Historic Preservation Commission
419 Fulton Street – Room 400
Peoria, IL 61602

Greetings:

The Springdale Historic Preservation Foundation Board of Directors and our Civil War Monument Restoration Project Team are pleased to provide The City of Peoria’s Historic Preservation Commission with the attached application for a Certificate of Appropriateness for restoration and re-erection of ‘Peoria’s first war memorial’ at Springdale Cemetery.

This memorial was dedicated in 1866 to those Peoria County Union Civil War soldiers who gave their lives to preserve these United States of America. The story of this historic Peoria landmark is given in brief as part of the attached application package.

Efforts have been underway for over a year to find the old monument, finance the work, and promote this project. We trust you will find this application to be in accordance with the Commission’s instructions and will provide our Team an opportunity to share more of the story and plans in pursuit of saving this important piece of Peoria history.

Sincerely,

[Signature]

Mission Statement
Springdale Historic Preservation Foundation is a community group of concerned people committed to the restoration, maintenance and perpetuation of Springdale Cemetery and Mausoleum.

Find us on facebook or at springdalecemetery.com
Project Description

- The Story of "The Shaft" In Brief
- Restoration Work To Be Done
- Projected Timeline
- Supplemental Information
THE STORY OF “THE SHAFT” IN BRIEF

Authorized just months after the end of the Civil War by the County Board, Peoria’s first war memorial was dedicated October 11, 1866, on the Court House Square with huge parades and celebrations; over 30,000 attended, including ‘Old Abe’ the famous Screaming War Eagle.

This fabulous old piece of Peoria and Illinois history, a local landmark for generations affectionately called “The Shaft,” was the first of its kind in Illinois and honored our local soldiers who gave their lives to preserve these United States of America through victory in the War of the Rebellion.

Though in worn condition, the monument was carefully taken down after 96 years to avoid possible further damage during demolition of Peoria’s third courthouse which made way for the current one. The marble eagle at the top, representing ‘Old Abe,’ broke apart upon removal.

The other nine pieces were left on the Court House lawn for a year and a half before suddenly disappearing. Despite assurances it would be restored, the pieces became ‘lost’ and forgotten since the current larger and much more ornate Civil War monument had also been standing on the Square at the time.

Discovered 30 years later in what is now the Detweiller Marina and Playground area, efforts to restore it in the 1990s went unrealized. Since that time two pieces were taken from the disposal site leaving seven pieces just recently found, documented and moved for the Peoria County Board which owns the pieces for this project – six pieces to Springdale Cemetery and one piece temporarily to Peoria Riverfront Museum for publicity.

Efforts have been underway for some two years to restore, re-erect, and rededicate this historically significant memorial just inside the new gates and fence at Peoria’s Springdale Cemetery. Once re-erected and preserved, the intention is to seek its rightful status on the National Register of Historic Places alongside that of Springdale Cemetery and Mausoleum which is already so designated.
RESTORATION WORK TO BE DONE

Six of the ten pieces of the original monument will be preserved and four will be recreated in original size, style and color to complete the monument as it appeared in 1866.

Restoration project scope includes:

- Perform engineering and design for a new footing at Springdale Cemetery.
- Furnish and install a new concrete foundation, including excavation, rebar, concrete, and backfill.
- Fabricate replicas of Pieces: #2 (2\textsuperscript{nd} base), #8 (spire), #9 (cap), and #10 (sphere/eagle) in gray limestone to match as closely as possible current stone pieces.
- Erect all the pieces on the new foundation, clean the rebuilt monument, and perform isolated patching and restoration.
- Clean up and demobilize all equipment and debris.

Only one piece of the seven recovered pieces (Base Piece #2) will not be used but will be replaced due being damaged beyond reasonable and economic repair.

In this case, and in the case of replacing the other three missing pieces, the historic value and visual quality of the structure will be retained ensuring the integrity of this landmark monument.
PROJECTED TIMELINE

April 2019
- Peoria Historic Preservation Commission approval received.
- Replacement stone pieces ordered.

May 2019
- Groundbreaking for foundation.
- Foundation installed.

August – September 2019
- Delivery of replacement stone pieces.
- Erection, cleaning, patching, restoration work on original pieces.

October 2019
- Dedication Day – October 11, 2019
- 153 years to the day of original dedication.

SUPPLEMENTAL INFORMATION

(See Following Pages)

- Photographic History
- Proposed Site
- Landscaping Plan
- Other information:
Photographic History

- Original monument; ladies decorating – October 1866
- Original monument; before dedication – October 1866
- After relocation to Jefferson Street side – August 1889
- Monument just prior to being taken down – August 1962
- Pieces on Hamilton Street side of courthouse – Spring 1964
- Pieces (9) first discovered at disposal site – Spring 1994
- Pieces (7) rediscovered at disposal site – Summer 2017
Proposed Site

- Area just inside Springdale entrance.
- Farnsworth rendering of proposed area.
- Grassy Knoll Concept Sketch
SPRINGDALE
GRAND ENTRY &
SCULPTURE PARK
CONCEPT SKETCH
11 July 2016

CURVED FENCE
WHICH TERMINATES
IN EVERGREENS

HISTORIC PAVING
(OLD STREET PAVES)

LARGE COLUMNS

SMALL COLUMNS & NARROW IRON FENCE

ELIMINATE
(2) PYLON
SPACES TO
ALLOW FOR
PLANTINGS

SCULPTURE 1

SCULPTURE 2

SEATING AREAS

SCULPTURE 3

WALK PATHWAY

HISTORIC CROSSWALK

PROSPECT
Landscaping Plan
PLEASE OBSERVE THE FOLLOWING RULES AND REGULATIONS:

Keep your pets on a leash.
- No wire, plastic, or paper decorations.
- No noisy or moving decorations.
- No crushed rock or edgings around markers.
- Do not add or alter any plants without permission.
- Please limit arrangements to two at each grave except on the day of burial.
- No cars, motorcycles, bicycles or other vehicles off paved surfaces.
- No hunting or trapping wildlife.
- No fires of any kind.
- Excesses will be removed without notice.
- Notify the office of damaged or trapped ornaments.

To report violations, call the cemetery office at (518) 465-2211 or use the emergency/surveillance phone.

Thank you for your cooperation.
SPRINGDALE CEMETERY
FOUNDED AUGUST 4, 1854
THIS PROPERTY IS LISTED IN THE
NATIONAL REGISTER OF HISTORIC PLACES
BY THE UNITED STATES
DEPARTMENT OF THE INTERIOR
2004
TO: Historic Preservation Commission
FROM: Kerilyn Weick, Urban Planner
DATE: April 24, 2019
RE: NEW BUSINESS
Discussion of Chapter 16 Historic Preservation Code – Designation Procedure
Discussion on possible creation of Pictorial Architectural Index

DISCUSSION:
At the request of the Commission at the March hearing, the following topics for discussion are continued to the April 24, 2019 Historic Preservation Commission hearing.

Discussion of Chapter 16 Historic Preservation Code – Designation Procedure (ordinance attached)

Discussion on possible creation of Pictorial Architectural Index (Survey)
City of Peoria Municipal Code  
Chapter 16 – Historic Preservation  
Sec. 16-86. - Designation procedure.

(a) Application. The commission, by a majority vote of all members, or any person may apply for a landmark or historical district designation for property and improvements located within the corporate limits of the city.

Prior to application submission, the applicant must forward by regular mail, a letter notifying the owner of intent to submit an application for local historic designation.

Applications shall be filed with the director of planning and growth management on forms provided by the commission. The application shall include or be accompanied by the following:

(1) The name and address, as shown on the tax assessor's rolls, of the owner of the property proposed for designation.

(2) The legal description and common street address of the property proposed for designation.

(3) A map delineating the boundaries and location of the property proposed for designation.

(4) A written statement describing the property and setting forth reasons in support of the designation proposed.

(5) Written statement indicating when and how the owner was notified of the proposed designation, and whether or not the owner consents to the proposed designation.

(6) Notarized statement from the applicant specifically stating that the required notification letter was sent to the owner.

(7) Initialed checklist to show that all items have been completed, including the pre-application requirements listed above.

(8) Such other information as may be required by the commission.

(b) Owner consent. The commission shall only consider for landmark designation properties whose owner or owners of record have responded to the application by submitting to the commission a letter of consent approving the designation of the property as a historic landmark. If such owner or owners do not consent to designation, the commission shall take no further action with respect to such property (and shall not recommend landmark designation to the city council). The commission shall only consider designation of a historic district if at least two-thirds of the owners of property in the area to be designated have responded to the application by submitting to the commission a letter of consent approving the designation of their property as part of a historic district. If two-thirds of the owners of record consent to the proposed designation of a historic district, the commission may proceed with designation. No property or structure that is owned by a religious organization and is used primarily as a place for the conduct of religious ceremonies or to further the religious mission or business of the owner shall be subject to the regulations set forth in Articles I through IV of this chapter by reason of its location within a historic district.

(c) Public hearing and decision. A public hearing shall be scheduled to be held within the longer of the next 45 days or the next meeting after the filing date.

(1) The director of planning and growth management shall notify the applicant and owner of the subject property as to the date, time, place and purpose of the public hearing. Such notice shall be in writing and shall be sent not less than 15 days in advance of such hearing by certified mail, properly addressed as shown on the tax assessor's rolls and with sufficient postage affixed thereto. Failure to send such notice where no address appears on the tax assessor's roll shall not invalidate the proceedings of the commission.

(2) The director shall also publish a notice in a newspaper of general circulation in the city describing the property proposed for designation and setting forth the date, time, place and purpose of the hearing. A copy shall also be posted on the subject property. The hearing may be continued from time to time without further notice.
(3) The applicant shall produce at the time of the hearing such information as the commission may require, including, but not limited to, the following:

a. All information required with the application.

b. A visual presentation of the significant improvements on the subject property, together with information as to the age, condition and use of each.

c. Proposals for preservation and enhancement of the property proposed for designation.

(4) The applicant and the owners of the subject property shall be entitled to speak at the public hearing, and the commission may accept comments from all other interested parties. The owners and all other interested parties shall also be permitted limited rights of cross-examination, as facilitated through the commission. The commission shall review and evaluate all available information according to the applicable standards set forth in Articles I through IV of this chapter. A record of the proceedings shall be made and retained as a public record.

(5) The commission shall grant, deny or modify the requested designation within 30 days after the public hearing; provided, however, that the commission may not modify a designation to extend beyond the property described in the application unless a new application is filed and the procedure repeated.

(6) The commission’s decision shall be in writing and shall include findings of fact in support thereof. The commission shall forward copies of the decision to the applicant and the owner of the subject property.

(7) A decision by the commission denying a designation shall be the final administrative decision. No application relating to the same property may be filed during the 12 months following such a denial by the commission. The commission shall have the discretion, on its own motion or upon petition by an affected property owner, to extend the prohibition on applications for the same property for an additional 12 months if the commission finds re-nomination would cause economic hardship to the property owner. Provided, however, that in the case of an application to designate a historic district, if the commission modifies the application by excluding certain property or properties but grants the application to other properties, then the entire application shall proceed to the city council for final action, where the council may modify the commission’s recommendation by including property or properties excluded by the commission.

(8) A decision by the commission recommending a designation shall operate as a recommendation to the city council, which shall take the final action. In the event that the city council denies a designation, no application related to the same property may be filed during the 12 months following such denial by the city council.

(d) Regulation during consideration period. From the date of filing an application until the date of a final decision by the commission, or if the commission recommends the designation, until the date of a final decision by the city council, the provisions of section 16-61 shall apply as if the subject property were designated as requested; provided, however, that this interim control shall in no case apply for more than 180 days after the application is filed. Once the area is designated as a historic district or a landmark, it shall comply with all the regulations set forth in Articles I through IV of this chapter.

(e) Historic district designations. Any historic districts previously designated by ordinance are hereby designated as historic districts under the provisions of Articles I through IV of this chapter.

(f) Landmark or historic district status recorded with deed. Upon approval of the ordinance, the director of planning and growth management shall immediately file a certified copy of such ordinance designating a landmark or creating a historic district with the county recorder of deeds.

(g) Delisting of landmarked properties. An applicant may submit an application to remove a local historic designation. The same process shall be followed as that which is required to designate a property, except that: The application shall include an explanation of how the criteria originally used to designate the property no longer applies.

(Ord. No. 11990, § 1, 8-15-89; Ord. No. 13551, § 1, 4-6-93; Ord. No. 13870, § § 1, 2, 1-24-95; Ord. No. 15357, § 1, 8-27-02; Ord. No. 15557, § 1, 12-9-03; Ord. No. 16665, § 1, 2-8-11)