

Heritage Preservation Officer (HPO) Delegation of Duties

All exterior building improvements within a Heritage Resource Overlay District or on an Individually Designated Heritage Resource are subject to review by the Heritage Preservation Officer and may also require Heritage Commission consideration. The Heritage Commission has delegated approval authority to the Heritage Preservation Officer for certain building improvement projects. Building improvements that meet all five criteria as stated below may be approved by the Heritage Preservation Officer.

Five Criteria for Heritage Preservation Officer Approval

1. Meets the intent of the historic district design standards/guidelines, and
2. Meets Zoning Ordinance and/or Building Code requirements, and
3. Does not obstruct, alter, damage, or destroy the building’s character-defining features, and
4. The location, size, materials, style, and design are deemed appropriate, and
5. Meets any additional approval criteria as noted below.

Projects which do not meet the five criteria listed above will require additional Heritage Commission consideration. New construction, additions, historic demolitions, and murals require Heritage Commission review regardless of the project scope. The chart below provides additional approval criteria for special project types.

Project Type	The project can be approved by the Heritage Preservation Officer (HPO) if:	The project requires Heritage Commission review if:
ADA Accessibility Improvements	<ul style="list-style-type: none"> • Improvements are located at rear or side/secondary facade. 	<ul style="list-style-type: none"> • Improvements are located at the front/primary facade.
Awnings and Canopies	<ul style="list-style-type: none"> • Replacement of awning/canopy to match the existing in dimension, material, style, and profile. • Removal of a non-historic awning/canopy. 	<ul style="list-style-type: none"> • Removal of a historic awning/canopy. • Installation of a new awning/canopy.
Building Additions		<ul style="list-style-type: none"> • All new building additions are subject to the Heritage Commission review.
Building Repairs, Restoration, and Maintenance	<ul style="list-style-type: none"> • Proposal preserves, restores, or repairs character-defining elements and architectural features such as brick or clerestory windows. • In-kind repair/replacement work matching existing size, style, material, profile, color, and finish. Historic materials should be repaired if possible. Historic materials may only be replaced when necessary because excessive deterioration has occurred. 	<ul style="list-style-type: none"> • Removal or replacement of character-defining elements. • Proposal alters historic materials.

Project Type	The project can be approved by the Heritage Preservation Officer (HPO) if:	The project requires Heritage Commission review if:
Demolition	<ul style="list-style-type: none"> The demolition request is for a non-contributing structure in a heritage district. 	<ul style="list-style-type: none"> All other demolition requests are subject to the Heritage Commission review.
Doors, Windows, Shutters, Screens	<ul style="list-style-type: none"> Replacement of door/window/shutter/screen matching the existing in size, location, material, color, style, and profile. Installation of new screens. Installation of new shutters on the rear or side facades. Exterior storm windows and doors provided: no alteration to the opening is required; they are not attached to and do not cover any exterior trim; they are pre-finished or painted when the proposal meets the historic district design standards; they are to be located on existing openings on residential structures c. 1955 or later; and are deemed appropriate by the HPO. 	<ul style="list-style-type: none"> Door/window/shutter/screen replacement does not match the existing in size, material, color, location, style, and profile. Installation of new doors or windows (alteration to the existing facade). Installation of new shutters on the front/primary facade.
Energy Efficiency Improvements (Solar, Wind, etc.)	<ul style="list-style-type: none"> Improvements are located in rear or side of the property/building and are not visible from the public rights-of-way. 	<ul style="list-style-type: none"> Improvements are located in the front of the property/building or are visible from the public rights-of-way.
Fences	<ul style="list-style-type: none"> Fence material is not louver, basket weave, chain link, masonry stockade, split rail, shadow box, or board and batten in style. HPO finds the picket spacing, and post, picket top post cap and hardware style, and finish are appropriate. 	<ul style="list-style-type: none"> Proposal does not meet the HPO approval criteria.
Hardscape Improvements (Sidewalks, driveways, patios, and paved off-street parking surfaces, etc.)	<ul style="list-style-type: none"> Repair or replacement of non-historic sidewalks, driveways and paved off-street parking surfaces with appropriate landscape features such as lawns, shrubs, flower beds, etc. New hardscape improvements that do not require a building permit, excluding driveways and off-street parking. 	<ul style="list-style-type: none"> Repair or replacement of historic sidewalks, driveways, or paved surfaces Installation of new driveways and off-street parking and significant hardscape improvements requiring a building permit.
Landscape Features	<ul style="list-style-type: none"> Repair or removal of non-historic landscape features such as ponds, swimming pools, and water fountains. 	<ul style="list-style-type: none"> Proposal repairs or removes historic landscape features such as ponds, swimming pools, and water fountains.

Project Type	The project can be approved by the Heritage Preservation Officer (HPO) if:	The project requires Heritage Commission review if:
Mechanical Equipment and Screening	<ul style="list-style-type: none"> Proposed screening is natural landscaping if located in a residential area. 	<ul style="list-style-type: none"> Proposal does not meet the HPO approval criteria.
New Construction		<ul style="list-style-type: none"> All new construction requests are subject to Heritage Commission review.
Roofs and Roof Materials	<ul style="list-style-type: none"> Repair or replacement of non-historic roof or roof materials. Repair or replacement of gutters, soffits, roof brackets, exposed rafters, and rafter ends to match existing as necessary and complementary to the structure. Installation of new gutters, soffits, ridge vents, roof brackets, exposed rafters and rafter ends located on the side or rear facades and deemed appropriate and complementary to the structure. Installation of new soffit vents and roof vents provided the design, size, material, color, finish and location is deemed appropriate and complementary to the structure. Installation of new skylights that are not visible from the public rights-of way. 	<ul style="list-style-type: none"> Repair or replacement of historic roof materials. Installation of new gutters, soffits, roof brackets, exposed rafters, and rafter ends located on the front/primary facade. Installation of new skylights which are visible from the public rights-of way.
Screening for Trash and Recycling Receptacles	<ul style="list-style-type: none"> Placement and design of screening treatments for trash and recycling receptacles on commercial properties is located in the alley or rear yard and does not exceed the height or width of the proposed receptacle by more than 18". 	<ul style="list-style-type: none"> Proposal does not meet the HPO approved criteria
Signs (wall, window, temporary, mural)	<ul style="list-style-type: none"> Sign meets the historic design standards, zoning ordinance, and the location is deemed appropriate by the HPO, with the exception of murals or ghost signs. 	<ul style="list-style-type: none"> Removal or replacement of an historic sign. All mural/ghost signs are subject to the Heritage Commission review

Amendments to Heritage Commission Approved Certificates of Appropriateness

Unless expressly prohibited as a condition of approval by the Heritage Commission, the HPO is delegated authority to work with applicants of approved, non-expired Certificates of Appropriateness to resolve any issues that may arise during permit, plan review, and/or during completion of the approved scope of work. Proposed amendments should be in conformance with Criteria 1-5 above and substantially conform to the approved Certificate of Appropriateness. At his or her sole discretion, the HPO may require any proposed amendments to be reviewed by the Heritage Commission.