Historic Review Entities + Timeline

The historic review timeline depends on such factors as 1) the scope of the project 2) the legibility and completeness of the supporting documentation provided by the applicant, and 3) the project’s conformance with the Standards.

- **Community Development Staff**: Typically 2 – 3 days. May be less.
- **State Historic Preservation Office**: Typically 2 – 5 days. May be less.
- **Historic Preservation Commission**: Typically 2 – 3 weeks.
- **City Council**: Typically 4 – 8 weeks. May be longer.

**In-kind repair/replacement.**
Example: replacing asphalt shingles with new asphalt shingles.

**Projects that demonstrate conformance with the Secretary of the Interior’s Standards.** Example: Exterior alterations to siding, windows, porches, and other architecturally significant features; additions that meet best practices for historic preservation.

**Projects that may not, or do not meet the Secretary of the Interior’s Standards.** Example: Window or siding replacements that do not match the original in design and material; Additions, alterations, or new construction that destroy historic fabric or encroach on historically significant features. For projects that do not meet the Standards, a Case Report must be submitted for review by the Historic Preservation Commission and State Historic Preservation Office, and the City Council for a final decision. The Case Report is a more detailed analysis of the project, and alternatives to the project which could minimize the harm to historic property.
**Historic Review Flow Chart**

**Step 1. Review by City and State Historic Pres. Office (SHPO)**
- Pre-Application Conference followed by submission of a complete application.

**Application is reviewed by Community Development Staff and the SHPO.**
- Finding of No adverse Effect. End of historic review. Applicant may obtain permit.
- Finding of adverse effect, or potential for adverse effect. Applicant may revise application or proceed to Step 2, Case Report.

**Step 2 Case Report and HPC meeting**
- Applicant and City prepare a Case Report using information provided by the applicant.
  - A completed Case Report is submitted at least 12 days prior to the next regularly scheduled Historic Preservation Commission (HPC) meeting.
- The HPC comments on the Case Report.
- The SHPO reviews the Case Report and the HPC's comments on the Case Report.
  - The SHPO issues official Comments to the City.
  - SHPO determines No Adverse Effect. The City may agree to issue a permit for the project. End of historic review.
  - SHPO determines Adverse Effect. The applicant may revise the proposal or request a decision by the City Council in Step 3.

**Step 3 Decision by the City Council at a public hearing**
- Community Development staff prepares the Case Report for review at a public meeting by the Legal/Finance Committee in accordance with the Departments Submittal Deadline Calendar.
- The Legal/Finance Committee makes a recommendation to the City Council.
- The City Council considers all relevant factors, feasible and prudent alternatives, and planning to minimize harm to the historic property.
  - City Council Decision to approve.
  - City Council Decision to deny.
  - 10 day period following SHPO's receipt of written notice of decision sent by staff.
  - A permit cannot be issued. The applicant may revise and resubmit.

**End of historic review. Applicant may obtain permit.**