



OFFICE OF HISTORIC RESOURCES INFO BRIEF

# The Historic Designation Process

1. Upon receipt of an application, the Office of Historic Resources staff reviews all documents submitted. If the nomination is incomplete or needs additional clarity, staff may recommend revisions and resubmission
2. Staff deems the application complete and refers it to the Cultural Heritage Commission to review within 30 days; the property owner is notified of the nomination and a temporary stay on demolition or substantial alteration of the property goes into effect while the nomination is under consideration by the Commission and the City Council.
3. The Office of Historic Resources prepares an initial staff report to the Cultural Heritage Commission, recommending whether or not to take the nomination under formal consideration.
4. The Cultural Heritage Commission holds an initial hearing. The Commission encourages applicants to prepare a short PowerPoint presentation at the hearing in order to convey visually to the commissioners the qualities and significance of the proposed Monument. If the application is complete and the site appears significant, the Commission votes to take the nomination under formal consideration and has 75 days to act on the nomination
5. At a subsequent date, typically within 30 days from the initial hearing, a two-member subcommittee of the Commission conducts a tour and visual inspection of the proposed Monument.
6. The Office of Historic Resources staff prepares a final staff report to the Commission evaluating whether or not the proposed Monument meets the criteria for designation in the Cultural Heritage Ordinance.



7. Prior to the expiration of the 75 days, the Cultural Heritage Commission conducts a hearing and votes to make a recommendation to the City Council on whether the proposed Monument meets Historic-Cultural Monument criteria.
8. If the Commission declines the nomination, the designation process ends and the stay on demolition or alteration is lifted. (Note: If the Monument process had been initiated by a City Council motion, rather than by an application, the nomination still proceeds to the City Council for consideration, even with a negative recommendation from the Commission).
9. If the Commission approves the nomination, the designation is referred to the City Council and they have 90 days to act on the Commission's recommendation, with the potential for a 15-day extension by a City Council motion.
10. The Council's five-member Planning and Land Use Management (PLUM) Committee holds an initial hearing on the nomination to make a recommendation to the full City Council.
11. The City Council votes on whether to designate the property, site, or structure for inclusion on the list of Historic-Cultural Monuments.