

ALTERATIONS TO BUILDINGS IN HISTORIC DISTRICTS

PROJECTS REQUIRING HISTORIC LANDMARK COMMISSION APPROVAL

Any changes that affect the exterior appearance of a building in a historic district or a landmark site require a "Certificate of Appropriateness" from the Historic Landmark Commission. Some work that does not require a building permit from the city, such as fencing or masonry cleaning, still requires a Certificate of Appropriateness. Examples of projects requiring approval include:

- Any construction needing a building permit;
- Removal and replacement or alteration of architectural detailing, such as porch columns, railing, window moldings cornices and siding;
- Relocation of a structure or object on the same site or to another site;
- Construction of additions or decks;
- Alteration or construction of accessory structures, such as garages, etc.;
- Alterations to windows and doors, including replacement or changes in fenestration patterns;
- Construction or alteration of porches;
- Masonry work including, but not limited to, tuck pointing, sandblasting and chemical cleaning;
- The construction or alterations of site features including, but not limited to, fencing, walls, paving and grading;
- Installation or alteration of any exterior sign;
- Any demolition;
- New construction;
- Installation of an awning over a window or door.

PROCESS

Applications for work in a historic district or on landmark sites are subject to a design review process. This process usually begins with a conference between the owner and city preservation planning staff to review the proposed project at an informal level, in order to assist all parties in becoming familiar with the project and the review process. Although the preservation planners are often available to assist walk-in requests, it is best to schedule an appointment for this meeting by calling the Planning Division. Most often, the planners review the project, give input on any necessary changes, and issue an administrative approval for the project on the same day it is received. Applicants should bring photographs of the existing house, a site plan of the property, drawings of the work to be done, manufacturer's brochures and material samples (as available) to their meeting with the preservation planners. The more information that an applicant provides in the beginning of the process, the more quickly the project can be reviewed.

In cases in which larger changes are proposed, the planner may refer the project to the full Historic Landmark Commission for review. Applicants should submit a formal "Application for Major Alteration/Minor Construction," along with the required additional information as noted on the application form, to preservation planning staff. An application fee is charged in accordance with the city's fee schedule. The fee should be submitted at the same time as the application. Applications must be received at least three weeks in advance of the desired Historic Landmark Commission meeting in order to satisfy public noticing requirements. A preservation planner will be assigned to analyze and write a report on the proposed project for the Historic Landmark Commission to review.

STANDARDS

Planning Staff and the Historic Landmark Commission review and make findings on the project based on the standards outlined in Chapter 21A.34.020.G of the Salt Lake City Zoning Ordinance. These standards include:

- A property shall be used for its historic purpose or be used for a purpose that requires minimal change to the defining characteristics of the building and its site and environment;
- The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided;
- All sites, structures and objects shall be recognized as products of their own time. Alterations that have no historical basis and which seek to create a false sense of history or architecture are not allowed;
- Alterations or additions that have acquired historic significance in their own right shall be retained and preserved;
- Distinctive features, finishes and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved;
- Deteriorated architectural features shall be repaired rather than replaced wherever feasible. In the event replacement is necessary, the new material should match the material being replaced in composition, design, texture and other visual qualities. Repair or replacement of missing architectural features should be based on accurate duplications of features, substantiated by historic, physical or pictorial evidence rather than on conjectural designs or the availability of different architectural elements from other structures or objects;
- Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible;
- Contemporary design for alterations and additions to existing properties shall not be discouraged when such alterations and additions do not destroy significant cultural, historical, architectural or archaeological material, and such design is compatible with the size, scale, color, material and character of the property, neighborhood or environment;
- Additions or alterations to structures and objects shall be done in such a manner that if such additions or alterations were to be removed in the future, the essential form and integrity of the structure would be unimpaired. The new work shall be differentiated from the old and shall be compatible in massing, size, scale and architectural features to protect the historic integrity of the property and its environment;
- Certain building materials are prohibited including the following:
 - Vinyl or aluminum cladding when applied directly to an original or historic material, and
 - Any other imitation siding material designed to look like wood siding but fabricated from an imitation material or materials;
- Any new sign and any change in the appearance of any existing sign shall be consistent with the historic character of the landmark site or H historic preservation overlay district and shall comply with the standards outlined in Part IV, Chapter 21A.46, Signs, of the SLC Zoning Ordinance;

DESIGN GUIDELINES

The *Design Guidelines For Residential Historic Districts In Salt Lake City* is a useful guide covering appropriate renovation options for many of the common projects undertaken in the historic districts or on landmark sites. The guidelines are available from the Salt Lake City Planning Division for a small fee.

PUBLIC HEARING

The project is reviewed by the Historic Landmark Commission in a formal public hearing. All neighboring property owners within 85 feet of the property are notified about the public hearing and are given a chance to provide input. Major concerns or problems are addressed in this hearing. In some cases, an application may be referred to the Architectural Subcommittee of the Commission for further refinement of the design. The project may then return to the full Commission for final review, or in some cases the Commission will delegate final approval authority to the Architectural Subcommittee or to staff.

For additional information on application requirements or specific requirements for construction in historic districts please refer to Chapter 21A.34.020 of the Salt Lake City Zoning Ordinance. It is recommended that petitioners meet with a member of the Salt Lake City Planning Staff prior to submitting an application. The Planning Office is located at 451 South State Street, Room 406, Salt Lake City, Utah, 84111, or you may phone (801)535-7757.