



DEMOLITION REVIEW PROCESS FOR STRUCTURES ORIGINALLY CONSTRUCTED PRIOR TO 1960

The City Council adopted Ordinance No. 3741 on November 19, 2024 that requires demolition review for historic buildings originally constructed prior to 1960.

The purpose of this Section is to establish a review process whenever the owner of property requests a demolition permit for a building or structure originally constructed prior to 1960. The goals of the Demolition Process are to provide education about historic preservation to owners of such buildings and structures, ensure photographic documentation of Historic Buildings and Structures, preserve items of historical interest, provide input on new design opportunities and community context, and encourage feedback on historic preservation.

For properties meeting these criteria, the following process will apply:

1. When an owner or the owner's representative submits an application for a demolition permit to the Building Department, the Building Official or designee shall verify if the building or structure was originally constructed prior to 1960. If so, a demolition permit shall not be issued and the Building Official or designee shall notify the Community Planning Director of the application.
2. Within seven (7) days of receiving notice from the Building Official or designee of the application for a demolition permit for a building or structure originally constructed prior to 1960, the Community Planning Director or designee shall determine if it is located within an historic district, or if it is individually listed on the National Register of Historic Places or is considered to be eligible for listing, whether as a contributing or noncontributing property.
3. If Community Planning Director or designee determines that the building or structure was originally constructed prior to 1960, and/or it is located within an historic district, and/or individually listed on the National Register of Historic Places or is considered to be individually eligible for listing, whether as a contributing or noncontributing property, the Community Planning Director or designee shall refer the application for a demolition permit to the Commission subcommittee charged with reviewing applications for demolition permits. Otherwise, the Community Planning Director or designee shall inform the Building Official that a demolition permit may be issued.



4. Within seven (7) days of the referral, a member of the Commission subcommittee shall review the application and conduct a windshield survey of the property. The member shall determine whether to refer the application to the Commission for further review or approve the issuance of the demolition permit.

5. If the matter is referred to the Commission for further review, it shall be placed on the agenda for the next regular Commission meeting. The applicant, and any abutting and adjoining property owners will be notified of the meeting by mail or personal service at least forty-eight (48) hours prior to the meeting. The matter shall be the first action item on the Commission agenda and the Commission shall take public comment from any interested person. No public hearing will be conducted, but the applicant and staff will be allowed to present to the Commission. Following any presentations and receipt of public comment, the Commission shall make recommendations to the property owner for preservation, if feasible, and possible modifications to the building or structure if the building or structure is to be preserved. The Commission may request a site visit to take photographs to document the interior and exterior of the building or structure, and/or salvage of significant items such as doors, windows, mantles, fireplaces, stained glass, molding, etc. The Commission will forward its recommendations to the property owner and the Community Planning Director.

6. The Community Planning Director or designee shall promptly notify the Building Official of the Commission's recommendations and whether the demolition permit may be issued or if additional documentation is required prior to demolition.

7. Nothing in this Section shall be construed so as to deny a property owner the right to demolish any building or structure on his or her property, subject to the process outlined herein.

Click here for a [Demolition Permit Application](#)