



LANDMARK ALTERATION PROCESS IMPROVEMENTS AND CULTURAL HERITAGE BOARD AND DESIGN REVIEW BOARD CONSOLIDATION

City Council Meeting
February 4, 2025

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Planning & Economic Development

Project Description

Amend the Zoning and Municipal Code, Processing Review Procedures for Owners of Historic Properties, Design Guidelines, and Council Policy 000-06, and adjust the fees for Landmark Alteration (LMA) Permits.

1. Streamline and enhance the Landmark Alteration (LMA) Permit process for properties in Preservation Districts and local landmarks; and
2. Consolidate the Cultural Heritage Board (CHB) and Design Review Board (DRB) into a single Design Review and Preservation Board; and
3. Move Board appointments from individual Council member to full Council; and
4. Amend the Fee Schedule to add Director Level LMA Permit fee and reduce fees for homeowner submitted LMA applications.

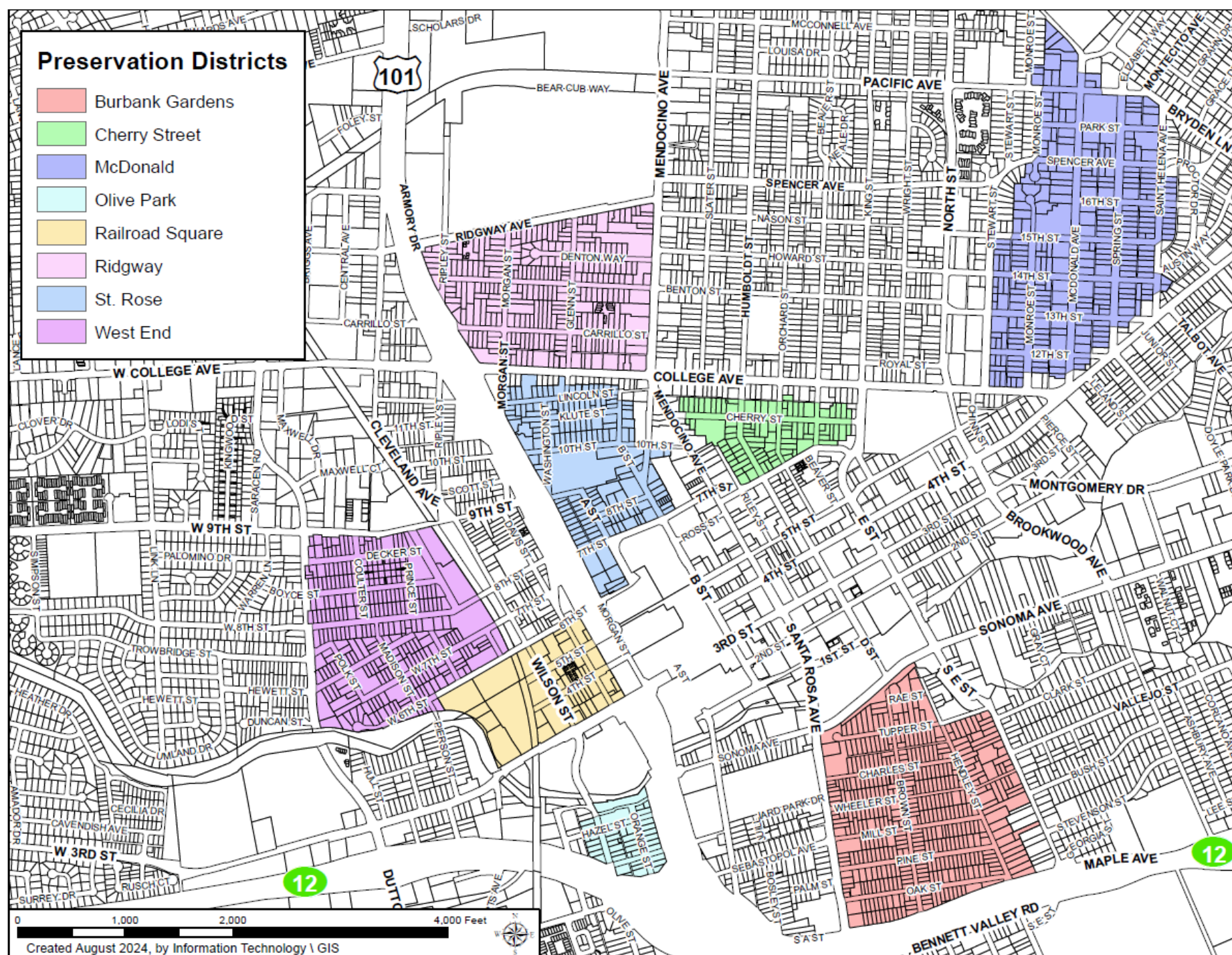
Purpose



The proposed amendments have been developed to:

- ✓ Streamline the LMA Permit process;
- ✓ Enhance the City's preservation efforts;
- ✓ Reduce time and cost for property owners; and
- ✓ Better allocate City resources.



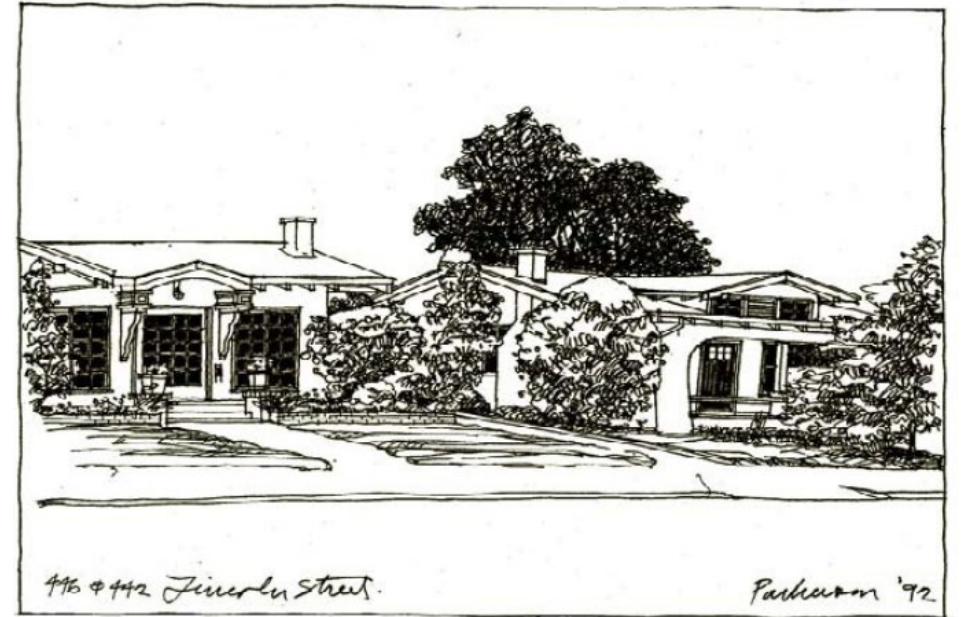


History

- 5/22/2018 – Council adopted an ordinance for streamlined Design Review.
- Staff has been monitoring the process for expansion to other entitlement processes.
- City has been reviewing boards, commissions and committees for potential consolidation to address resources and redundancy.
- 1/30/2024 – Council held a study session related to the draft Development Related Cost of Service Fee Study.
- 3/5/2024 – Council adopted new development related permit fees, including reductions to certain permit application fees.
- 7/17/2024 – CHB members identified concerns related to increased LMA Permit fees; 5 Board members resigned.
- 11/7/2024 – DRB Study Session on proposed amendments.
- 12/12/2024 – PC unanimous recommendation to Council.

Zoning Code – LMA Process

- Exemptions: Add to and clarify existing exempt projects.
- Director Level LMA: Add process for projects previously requiring Minor LMA.
- Minor LMA (Zoning Administrator): Amend process for projects previously requiring Major LMA.
- Major LMA (Board): Amend process to include only substantial projects.
- All require a finding of consistency with Secretary of Interior's Standards.



Zoning Code – CHB and DRB

- Recommending the duties and composition of the CHB and DRB be consolidated into a single Design Review and Preservation Board.
- Single Board would allow a more streamlined process to ensure superior design and preservation of historic character.

	CHB Meetings Canceled	CHB Meetings Held	Joint CHB/DRB Meetings Held	Major LMAs Acted On	Concept LMAs Reviewed
2019	16	8	3	4	6
2020	21	4	3	3	2
2021	17	7	0	4	1
2022	18	5	1	2	5
2023	17	8	0	1	1
2024 (through July)	10	4	0	1	1
TOTAL	99	36	7	15	16

Zoning Code – CHB and DRB

- Current qualifications are desired but not required.
- Proposed:
 - ✓ Require 2 architects, 1 landscape professional, 1 archeologist / architectural historian / historian;
 - ✓ Remaining involved in design, construction, engineering, and/or preservation;
 - ✓ All members must demonstrate knowledge or interest in architectural design and historic preservation.
- Would retain the City's ability to apply for the Certified Local Government (CLG) program in the future.

Municipal Code and Design Guidelines

- Municipal Code Chapter 17-22, Historic and Cultural Preservation (adopted in 1988 and updated in 1996):
 - ✓ Eliminate and replace with references to the Zoning Code (language is in Zoning Code Chapter 20-58 and Section 20-60.070).
 - ✓ Add “purpose” language and regulations for trees from Chapter 17-22 to Chapter 20-58.
- Municipal Code and Design Guidelines: Change all references to DRB and CHB to Design Review and Preservation Board.



Processing Review Procedures

PROCESSING REVIEW PROCEDURES for owners of historic properties



*Cultural Heritage Board
of the City of Santa Rosa*



- Adopted by Council in 2001 – intended to assist owners, designers and citizens in the preservation of historic resources.
- Has not been updated since adoption and is outdated.
- Not intended to be a policy or regulatory document.
- As a Council adopted document, it requires Council approval for any updates.
- Add language to Chapter 20-58 authorizing the Director to make edits for consistency with the Code and processing procedures.

Council Policy 000-06

- Outlines procedures for the Council to appoint boards, commissions and committees members.
- Appointment to the DRB and CHB is by individual Council members.
- Given the proposed Board consolidation and required qualifications, the Policy should be amended to require appointment by the full Council.

LMA Fees

On 3/5/2024, Council adopted new development permit fees, including reductions to the following:

PERMIT TYPE	FEE REDUCTION
Building Permits – Mechanical, Plumbing, Electrical	25% of published rate
Encroachment Permits – Residential Sidewalk Replacement	50% of published rate
Planning Appeal Fees – Neighbor/Non-Applicant	90% of published rate
Daycare Facilities	50% of published rate
Grocery Store <i>Within the Downtown Station Area Boundary or within a Food Deseret designated by the U.S. Department of Agriculture (USDA).</i>	50% of published rate
Housing Projects of 4 units or Greater in the Downtown Station Area	50% of published rate
Affordable Housing Projects <i>100% affordable housing projects citywide, at an affordability level of 60% or less of AMI.</i>	50% of published rate

LMA Fees – Options

- Concerns raised that owners are not obtaining LMA Permits.
- To address this, the City has historically provided reduced the fees.

PERMIT TYPE <i>Homeowner Submitted Only</i>	PRIOR FEE (1/2024) <i>87% to 95% Reduction</i>	AFTER FEE UPDATE (7/2024) <i>Full Cost Recovery</i>	OPTION 1 Match Other Reductions <i>50% Reduction</i>	OPTION 2 Match Prior LMA Reduction <i>92% Reduction (average)</i>
Concept LMA	no charge	\$605	\$302.50	no charge **
Director LMA	N/A	\$827 *	\$413.50	\$66.16
Minor LMA	\$426 <i>(95% reduction)</i>	\$8,830	\$4,415.00	\$706.40
Major LMA	\$1,041 <i>(94% reduction)</i>	\$17,762	\$8,881.00	\$1,420.96
Amendments to Minor LMA	\$213 <i>(92% reduction)</i>	\$2,515	\$1,257.50	\$201.20
Amendments to Major LMA	\$521 <i>(87% reduction)</i>	\$4,069	\$2,034.50	\$325.52

* New fee for proposed Director Level LMA Permit - matches Director Level Design Review fee.

** Prior to the fee update that went into effect on 7/1/2024, there was no charge for a homeowner submitted Concept LMA, which is reflected in Option 2.

DRB Study Session and PC Action

- Both DRB and PC supported:
 - ✓ Streamlining of LMA Permit process.
 - ✓ Maintaining budget for training for Board and staff.
 - ✓ Consideration of reduced LMA fees.
- DRB comments on Board consolidation incorporated into draft amendment:
 - ✓ Require licensed architects, designers, and historic preservationist.
 - ✓ Maintain some non-licensed professionals for balance.
- PC voted unanimously to recommend Council adoption, with one change:
 - ✓ Add definition for “qualified professional” for historic surveys/evaluations.

Notification and Public Comment

- Notice in Press Democrat, sent via email to CHB (1,070) and DRB (1,174) mailing lists, posted on City's social media sites.
- Project website – description of proposal and links to draft amendments.
- Outreach to representatives of Preservation Districts and former CHB members.
- Community Comments:
 - ✓ General support.
 - ✓ Request for training for Board and staff.
 - ✓ Request that the LMA Permit fees be reduced.
 - ✓ Recommended technical edits – completed.

Recommendation

It is recommended by the Planning Commission and the Planning and Economic Development Department that the Council by one ordinance and three resolutions:

1. Introduce an Ordinance to address streamlining and process improvements for the LMA Permit process and to consolidate the duties and composition of the CHB and DRB into a single Design Review and Preservation Board;
2. Adopt a resolution to amend the Santa Rosa Design Guidelines to replace all references to the CHB and DRB with a reference to the Design Review and Preservation Board;
3. Adopt a resolution to set a fee for the Director Level LMA Permit application and provide for reduced LMA Permit fees for all levels of homeowner submitted applications; and
4. Adopt a resolution to amend Council Policy 000-06 to remove references to the DRB and CHB and add the Design Review and Preservation Board to Section H, requiring appointment of Board members by the full Council.