



## MEMORANDUM

**DATE:** February 19, 2025

**TO:** Mayor Stapp and Members of the City Council

**FROM:** Gabe Osburn, Planning and Economic Development Director

**CC:** Jessica Jones, Deputy Director – Planning

**SUBJECT:** Landmark Alteration Process Improvements and Cultural Heritage Board and Design Review Board Consolidation – Ordinance Clerical Corrections

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On February 4, 2025, the City Council introduced an ordinance to address streamlining and process improvements for the Landmark Alteration (LMA) Permit process and to consolidate the duties and composition of the Cultural Heritage Board and Design Review Board into a single Design Review and Preservation Board. Subsequent to this action, staff identified changes to certain sections of the Zoning Code (Sections 20-52.030, 20-61.050 and 20-62.030) where changes had been previously made as part of the Council’s November 19, 2024 adoption of an ordinance related to the Resilient City Development Measures, which, while approved, have not yet been codified into the Zoning Code. Because the codified version of the Zoning Code was used to develop the February 4, 2025 LMA streamlining and Board consolidation ordinance, the November 2024 Resilient City changes were inadvertently not included in the subject ordinance.

Pursuant to Section 8 of the City’s Charter, a proposed ordinance may be amended or modified between the time of its introduction and the time of its final passage, provided the general scope and original purpose are retained. In this case, the proposed revisions were already adopted by the Council on November 19, 2024 and simply have not yet been codified into the Code.

The clerical edits to incorporate previously adopted Code language does not alter the general scope or original purpose of the ordinance as introduced on February 4, 2025.