

IMPROVEMENTS OR MODIFICATION TO HISTORIC PROPERTIES

HOW THE NEW ORDINANCE MAY AFFECT RESIDENTS

HOME ADDITION IN MANHATTAN HEIGHTS

1 Manhattan Heights home built in 1930s



Teresa Delgado, 66

Teresa is a retired nurse, she lives in an adobe home built by her grandparents and is deeply connected to the history and culture of her neighborhood. Teresa likes to cook and host book club therefore she is hoping to remodel her kitchen and expand her home by enclosing the patio.

2 Start of events:

Teresa files for a building permit which requires an application for a Certificate of Appropriateness through the Historic Landmark Commission.

Context:

Within locally designated historic district	Yes
Contributing or non-contributing property	Contributing
Historic Landmark Commission Review required	Yes
Historic Preservation Officer Administrative Review	No

3 Review process:

- Teresa begins preparing her application for a Certificate of Appropriateness (COA). New additional requirements include:
- Submit to-scale drawings, including sections and elevations
 - Cut sheets for the proposed windows and doors
 - A material sample list and proposed color swatches,
 - Include color photos (not from on-line sources.)
 - Submit both 11x8.5" and 24x36" sets

Her initial application is rejected as incomplete due to missing section drawings and unclear specifications for the new windows.

She works to revise and resubmit.

4 Outcome

At the next HLC meeting, her revised application is approved. Although the process took several extra weeks, and required more technical assistance and money, Teresa is relieved to receive her approval.

5 City's goal

To ensure historic neighborhoods are preserved for future generations.

ACCESSIBILITY UPGRADE IN CHIHUAHUITA

1915 Home in Ysleta



Ana Lopez, 68

Ana is a hairdresser who lives with her teenage grandson in the Ysleta Historic District. She's planning minor upgrades to her property mostly for mobility and security.

2 Start of events:

- Ana applies for a building permit to:
- Replace two deteriorated front-facing wood windows, which are difficult to operate due to arthritis
 - Install a small accessibility ramp at her front door for safe access with her walker.

She applies for a permit through administrative review.

Context:

Within locally designated historic district	Yes
Contributing or non-contributing property	Contributing
Historic Landmark Commission Review required	No
Historic Preservation Officer Administrative Review	Yes

5 City's goal:

To preserve neighborhood character

4 Outcome:

- Ana's application is marked incomplete, requiring:
- A detailed explanation of life-safety concerns
 - A waiver request or formal referral to HLC for non-compliant window operation.
- Three weeks later her application for the ramp is approved, but the windows are referred to the HLC for review.

Ana is anxious, the original windows are difficult and unsafe, and she now needs to:

- Either purchase custom operable windows at a higher cost
- Wait longer and request a hardship exemption through the HLC

Review process

Under the revised rules, Ana is now required to submit:

- A site plan and elevation/section drawings of the ramp
- A cut sheet and manufacturer specifications for the proposed windows, including: operation mechanism (e.g. casement vs. sliding) material, color, and profile details
- A justification for why the original operation mechanism is not feasible

However:

- The proposed sliding windows do not match the original operation, which was casement; and
- The application may not be approved administratively and could be redirected to full HLC Review

I hope they approve my windows. I can't afford the other ones.

APPROVAL CRITERIA

- The work will be approved based on the design guidelines for the historic district or of a similar historic district if none exist.
- Approved administrative review applications will expire after 24 months.
- Approved Certificates of Appropriateness will expire after 48 months.
- Approved Certificates of Demolition will expire after 12 months.
- Public work will require notification to the registered neighborhood association, unless the project is restorative or can be approved administratively.

APPLICATION REQUIREMENTS

- The application content includes 8.5 x 11" and 24 x 36" copies of:
 - 1. To scale site development plan
 - 2. To scale floor plans (if applicable)
 - 3. To scale elevations and sections
 - 4. Construction documents and specs for windows, doors, and architectural components
- and
- 5. Color photos of current conditions (not from internet sources)
- 6. Copy of deed or proof of ownership
- 7. Copy of any deed restrictions

ADMINISTRATIVE REVIEW

The Historic Preservation Officer reviews certain types of work through administrative review. This process covers minor changes that generally do not affect the historic character of the property including:

- 1. Landscaping
- 2. New fencing (front, rear, and side yards)
- 3. Metal coverings and security grilles
- 4. Exterior accessibility ramps
- 5. Skylights
- 6. Signs
- 7. Exterior and garage doors
- 8. Walkways and driveways
- 9. Swimming pools and tennis courts (in allowed areas)
- 10. Routine maintenance (painting, re-roofing, etc.

- 11. Fire escapes
- 12. Windows and doors (appearance and function)
- 13. Small accessory structures 200 sq ft or less
- 14. Outdoor playground equipment
- 15. Exterior paint
- 16. Lighting fixtures
- 17. Minor non-character defining alterations

If the Historic Preservation Officer denies the application, the decision may be appealed to the Historic Landmark Commission for further consideration.

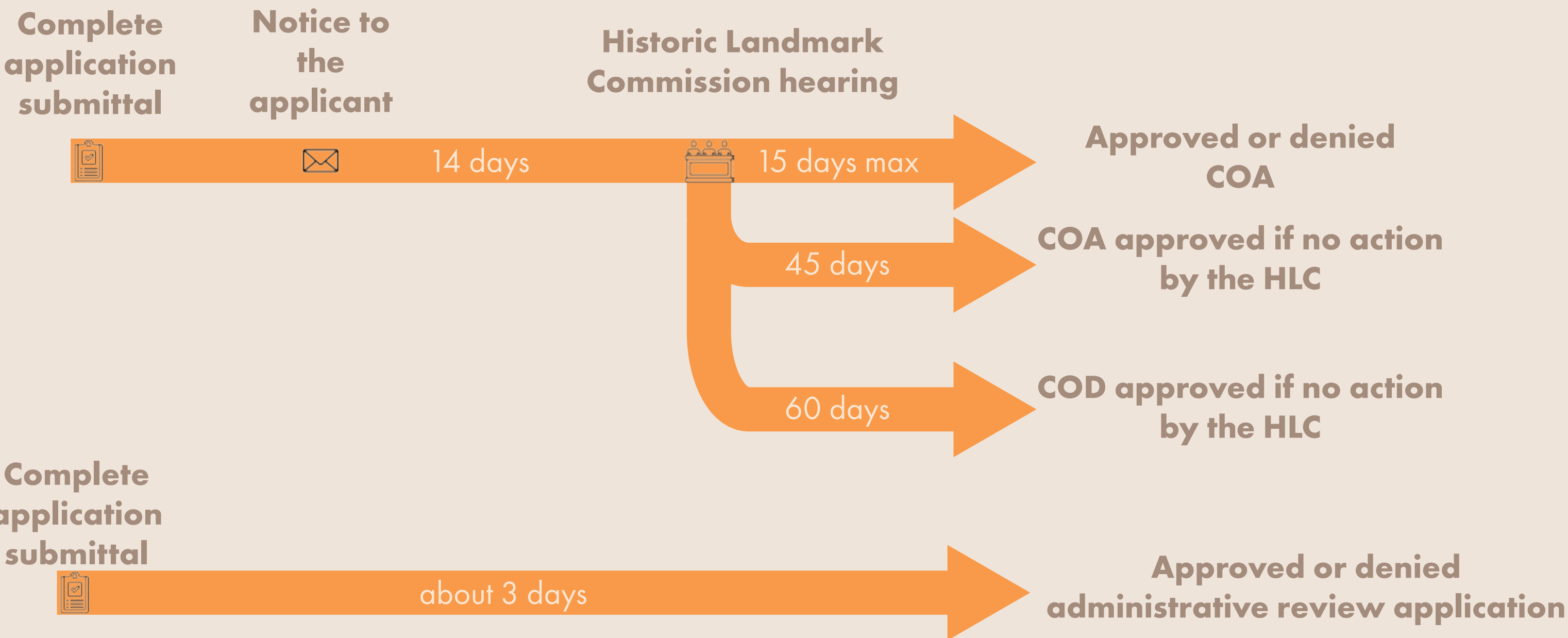
NEW ORDINANCE LANGUAGE

HISTORIC LANDMARK REVIEW

- Applications must be submitted at least 14 days before the next scheduled hearing for initial review by the Historic Preservation Officer.
- During this 14-day period, the applicant will receive notice of the date and time for the Historic Landmark Commission hearing.
- At the hearing, the HLC will consider the proposed work and make a decision. The applicant will receive written notice of the decision within 15 days after the hearing.
- If the HLC does not make a decision within 45 days, a Certificate of Appropriateness will be automatically approved.
- If no decision is made within 60 days, a Certificate of Demolition will be automatically approved.
- If an application is denied, it may be resubmitted if significant changes have been made. Otherwise, the applicant must wait 12 months before submitting a new application.
- Applicants may also appeal decisions of the Historic Landmark Commission through City Council.

PROCESS TIMELINE

Historic Landmark Commission Review Process



APPROVAL EXPIRATION DATES

- What is currently required?
Currently there is no expiration dates for applications.
- What is being proposed?
Administrative approvals – 24 months
Certificate of Appropriateness – 48 months
Certificate of Demolition – 12 months
- Who does the changes impact?
The changes impact owners of historic properties
- Why are the changes proposed?
The changes are being proposed to align with current City policies and codes.

ADMINISTRATIVE REVIEW

- What is currently required?
Limited administrative review authority for certain applications
- What is being proposed?
To expand the administrative review to include:
 - Structures up to 200 square feet may be approved administratively (aligned with current building codes)
 - Expanded flexibility for railings, ADA ramps, security bars, etc.
- Who does the changes impact?
The changes impact owners of historic properties
- Why are the changes proposed?
To provide greater flexibility for faster review and approvals