



MEMO

TO: Historic Preservation Committee

FROM: Mary Baker, Community Development Intern

CC: Kevin Turner, Community Development Director, and Brittany Anderson, City Planner

SUBJECT: Certificate of Appropriateness Timeline

DATE: July 7th, 2025

We propose that the timeline for Certificate of Appropriateness expiration should be changed so that residents have 1 year to apply for permits. The current code, in Sec.47-26, states that a certificate of appropriateness shall become void unless construction commences within six months of the date of issuance, and certificates of appropriateness shall be issued for a period of 18 months and are renewable. We found that this could cause issues with applicants seeking building permits, especially for commercial building.

City Building permits become invalid unless the work authorized by such permit commences within six months after its issuance, or if the work authorized by such permit is suspended or abandoned for a period of 12 months after the work commenced. One or more extensions of time, for periods not more than 90 days each, may be allowed for the permit.

Should you have any questions, do not hesitate to contact us.