

Reader's Guide

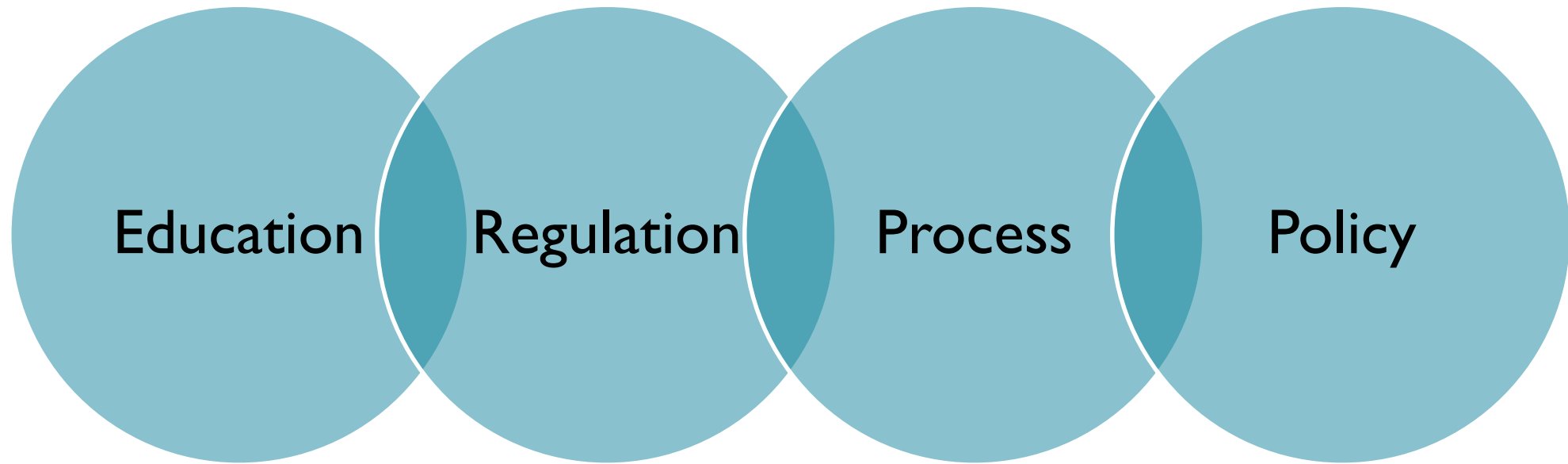
Unified Development Code (UDC) Changes for the
Certificate of Appropriateness (COA) Process

February 2019

2018 Council Workshop Discussions Related to COA Process

- February 27, 2018
 - Workshop on implementation of the Historic Resource Survey and recommendation by UDC Advisory Committee on revisions for COA process
- August 14, 2018
 - City Council requested changes to COA review authority
- August 28, 2018
 - Workshop on public engagement plan for COA process
- October 23, 2018
 - Review of past and current Historic Preservation Policy
- November 27, 2018
 - Presented findings of public outreach efforts
 - Confirmed goals for measuring success for historic preservation
 - Presented short, medium, and long term opportunities for improving the COA process
- December 11, 2018
 - Identified short term educational opportunities and long term policy improvements
- January 8, 2019
 - Direction provided on low priority resources, resources outside the District, and the use of in-kind materials

Opportunities for Improvement Based on Public Outreach



Strategies with Consensus from City Council on Dec. 11, 2018

Education Strategies

- Prepare HARC Commissioner Training Plan (*start Jan. 2019*)
- Execute HARC Commissioner Training Plan (*continuous*)
- Prepare an annual public education seminar/outreach (*May 2019, coincide with Preservation Month*)

Process Strategies

- Hold HARC meetings twice/month (*March 2019*)
- Update the Historic Resource Survey every 3-5 years, rather than every 10 years (*Council Resolution*)
- Review and remove conflicts between the UDC and the Design Guidelines. Specially, update the UDC appeal requirements for a supermajority vote. (*3 to 6 months*)

Policy Strategies

- Review Design Guidelines for consistency with Downtown Master Plan (*6 to 10 months*)
- Utilize the local landmark process (*1 to 2 years*)
- Prepare a Historic Preservation Element of the Comprehensive Plan (*2 to 3 years, coincide with DMP update*)

Strategies with Consensus from City Council on Jan. 8, 2019

- **Review of Low Priority** – no review of low priority structures inside Old Town and Downtown, unless located with one of the four National Register Districts
- **Use of In-Kind* Materials** – the use of in-kind materials in medium and low priority structures
**In-Kind = Material that is intended to replace a historic material or feature that it is either the same or a similar material, and the result match all visual aspects, including form, color, and workmanship in order to retain the original character and historic integrity of the structure.*
- **Review of Demolition Process Outside of Historic District** – Retain HARC Review for high priority structures, staff-only review for medium priority structures, and remove 60-day waiting period
- **Review Authority Change** – The final decision maker of COAs requiring a public hearing shall become the City Council. HARC shall prepare a recommendation for the City Council.

Code Section Amended and Summary of Change

City Code Section 2.50 updated to...

- Reflect responsibility of HARC to provide City Council with a recommendation on COAs.

UDC Section 3.03 updated to...

- Reflect the notice requirements for City Council review of COAs.

UDC Section 3.13 updated to...

- Reflect City Council as the decision maker, instead of HARC
- Make a Master Sign Plan an application that can be approved administratively if all design guidelines are met
- Include the use of in-kind (like or similar material) replacements of architectural features on medium and low priority resources
- Include “creating or adding to an existing street facing façade” to Table 3.13, therefore requiring City Council approval
- Remove review of Non-Contributing Structures
- Remove 60-day demolition delay period for properties outside of a historic district

Code Section Amended and Summary of Change

UDC Section 16.02 (Definitions)

Updated to Clarify Definition

- Historic Structure, Contributing
- Historic Structure, Non-Contributing
- Historic and Architectural Review Commission
- Downtown and Old Town Design Guidelines
- Certificate of Appropriateness

Develop New Definition

- National Register of Historic Places
- Replacement Materials, In-Kind

Questions and Additional Resources

Hyperlinks

- [Current UDC Requirements](#)
- [View Past City Council Workshops](#)
- [Interactive Historic Properties Map](#) (*Identifies all resources, priority levels, Historic Districts, and National Register Districts*)

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