

Model Historic Preservation Ordinance
(Updated 11/2019)

ORDINANCE NO. _____

AN ORDINANCE ESTABLISHING A HISTORIC PRESERVATION COMMISSION TO SURVEY AND INVENTORY COMMUNITY HISTORIC RESOURCES, TO REVIEW PROPOSED NOMINATIONS TO THE NATIONAL REGISTER OF HISTORIC PLACES, TO REVIEW APPLICATIONS FOR CERTIFICATES OF APPROPRIATENESS, TO PROVIDE ADVICE AND INFORMATION TO CITY OFFICIALS AND OTHER GOVERNMENTAL OFFICIALS AND TO SUPPORT ENFORCEMENT OF STATE HISTORIC PRESERVATION LAWS.

BE IT ORDAINED BY THE CITY COUNCIL OF Anytown, ANY COUNTY, STATE OF UTAH, AS FOLLOWS:

SECTION 1: Purpose. Anytown City recognizes that the historical heritage of the community is among its most valued and important assets. It is therefore the intent of Anytown to identify, preserve, protect and enhance historic buildings, structures, sites, objects, and districts lying within the city limits of Anytown City.

SECTION 2: Historic Preservation Commission. A Historic Preservation Commission is hereby established by Anytown City with the following provisions:

- a. The commission shall consist of at least five (5) members.
- b. All commission members must have a demonstrated interest, knowledge, or experience in the fields related to historic preservation.
- c. To the extent available in the community, at least two (2) members of the commission shall be professionals in fields related to historic preservation (i.e., history, architectural history, archaeology, historic architecture, or planning).
- d. Commission meetings shall be held at least twice a year and conduct business in accordance with the Open Public Meeting laws of Utah. This includes public notification of meeting place, time and agenda items.
- e. Written minutes of each commission meeting shall be prepared and made available for public inspection.

SECTION 3: Commission Duties. The Historic Preservation Commission shall have the following duties.

- a. Advise the City Council and other interested parties in the community on matters related to historic preservation and history.
- b. Coordinate with other City entities and community organizations related to the community's history and cultural affairs.
- c. Conduct surveys of local historic properties in compliance with standards set by the State Historic Preservation Office.
- d. Support the enforcement of all state and local legislation relating to historic preservation.
- e. Maintain an inventory of surveyed historic properties, including site forms and related support materials, in a publicly accessible location.
- f. Participate in planning and land-use processes undertaken by the City that have the potential to affect historic properties.
- g. Promote and conduct educational and interpretive programs related to the community's history and historic properties.
- h. Review and comment to the State Historic Preservation Office regarding all proposed National Register nominations of properties in the community
- i. Apply for and administer grants and other financial aid for historic preservation and history-related projects in the city.

Recommended Amendments

SECTION 4: Standards for Rehabilitation and Design Guidelines. The following standards and guidelines shall be used by the Historic Preservation Commission in advising the City Council and other parties on the appropriate treatment of historic properties

- A. Standards for Rehabilitation.** These standards apply to historic buildings of all periods, styles, types, materials, and sizes. They apply to both the exterior and the interior of historic buildings. The Standards also encompass related landscape features and the building's site and environment as well as attached, adjacent, or related new construction.
1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
 2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
 3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
 4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
 5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.
 6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
 7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
 8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
 9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
 10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.
- B. General Design Guidelines.** These Guidelines expand on some of the concepts articulated in the Standards in Section 4A.
- 1. Historic Sites, Historic Buildings, and Contributing Buildings in Historic Districts.**
 - a. Avoid demolition of historic and contributing buildings. They are a finite resource and cannot be replaced.
 - b. Vacant buildings should be weather- and vandal-proofed in order to minimize further deterioration and the threat to public safety.

- c. Rehabilitation work, especially on the exterior and the principal facade, should preserve existing historic features or replace them, if absolutely necessary, with features and materials known to have existed on the building. Avoid “dressing up” buildings by adding features based on speculation.
- d. Avoid moving buildings whenever possible, especially to create artificial groupings of historic buildings. If buildings must be moved, the new site should be similar to the original site, and the original setback and orientation of the building on the lot should be replicated.

2. Additions to Historic Buildings and New Construction Within an Historic District.

- a. New additions to historic buildings should be subordinate to the original building, that is, lower in height, attached to the rear or set back along the side, and subordinate in scale and architectural detailing.
- b. Height, width, setback, roof shape, and the overall scale and massing of new buildings within a historic district should be compatible with surrounding historic buildings and the overall streetscape.
- c. Materials on at least the primary facade(s) should be similar to original materials on facades of surrounding historic buildings (usually brick, stucco, stone, or wood siding, depending on the specific characteristics of the district).
- d. Architectural details (including wood or metal trim, porches, cornices, arches, window and door features, etc.) should be compatible with but not replicate historic features on surrounding historic buildings.
- e. Window and door openings should be similar in size and orientation (vertical or horizontal) to openings on historic buildings and should take up about the same percentage of the overall facade as those on surrounding historic buildings.
- f. Proportion of Principal Facades. The relationship of the width to the height of the principal elevations shall be in scale with surrounding structures and streetscape. Wider new buildings can be divided into segments that more closely resemble the facade widths of historic buildings.
- g. Roof Shape. The roof shape of a building shall be visually compatible with the surrounding structures and streetscape. Unusual roof shapes, pitches, and colors are discouraged.