

(2) The exterior appearance of the building, structure, or site may not be conspicuously changed by:

- (a) Addition;
- (b) Reconstruction; or
- (c) Alteration.

(E) The Commission may approve a certificate of appropriateness at any time during the period of interim protection, provided the proposed change meets the criteria for considering effect of actions on historic buildings in § 154.570(D) of this subchapter and any proposed preservation guidelines prepared for the building, structure, or site, but the certificate of appropriateness shall have no effect, and no action may be taken pursuant thereto, unless the map including the building, structure or site is approved by the City Council.  
(Ord. 2007-31, § 5)

#### § 154.570 CERTIFICATES OF APPROPRIATENESS (COA).

(A) *Certificates of appropriateness (COA) required.* A certificate of appropriateness must be issued by the Commission before a permit is issued for, or work is begun on, any of the following:

- (1) Within all areas of a historic district:
  - (a) The demolition of any building or structure;
  - (b) The moving of any building or structure;
  - (c) A conspicuous change in the exterior appearance of any historic building or any part of or appurtenance to such a building, including walls, fences, light fixtures, steps, paving, and/or signs by additions, reconstruction, alteration, or maintenance. This includes exterior paint color change if cited by individual ordinance (see § 154.577); or
  - (d) Any new construction of a principal building or accessory building or structure subject to view from a public way.
- (2) Within a primary area of a historic district:
  - (a) A change, whether in height, size, material or location, in walls and fences, or the construction of walls and fences along public ways;
  - (b) A conspicuous change in the exterior appearance, including but not limited to exterior color change, of non-historic buildings subject to view from a public way by additions, reconstruction, alteration and/or maintenance.
- (3) Within a conservation district:
  - (a) The moving of any building or structure;

(b) The demolition of any building or structure; or

(c) Any new construction of a principal building or accessory building or structure subject to view from a public way.

(B) *Application for certificates of appropriateness.* An application for a certificate of appropriateness shall be made in the office of the Commission or its designee on forms provided by that office. All applications shall be subject to the rules and requirements established by the Commission. Rules may include, but are not limited to, filing deadlines and application requirements such as sketches, drawings, photographs, descriptions, or other information which the Commission requires to make a decision.

(C) *Approval or denial of certificates of appropriateness.* The Commission may approve or deny certificates of appropriateness for any actions covered by this title. If an application for a certificate of appropriateness is approved by the Commission, or is not acted on by the Commission within 30 days after it is filed, a certificate of appropriateness shall be issued. The Commission may grant an extension of the 30-day limit if the applicant agrees to it. The Commission must report its findings and the reasons for its decision in written form, and supply the applicant with a copy of its report. A copy of the certificate of appropriateness must be submitted with the application for a building or demolition permit; no building or demolition permit shall be issued unless a copy of the certificate of appropriateness is provided by the applicant with the application.

(D) *Criteria for considering effect of actions on historic buildings.* The Commission, in considering the appropriateness of any reconstruction, alteration, maintenance, or moving of a historic building, structure, site or any part of or appurtenance to such building or structure, including walls, fences, light fixtures, steps, paving, and/or signs shall require that such work be done in a manner that will preserve the historical and architectural character of the building, structure, or appurtenance. In considering historic and architectural character, the Commission shall consider, among other things, the following:

- (1) Purposes of this subchapter;
- (2) Historical and architectural value and significance of the building, structure, site or appurtenance;
- (3) Compatibility and significance of additions, alterations, details, materials, or other non-original elements which may be of a different style and construction date than the original;
- (4) The texture, material, color, style, and detailing of the building, structure, site or appurtenance;
- (5) The continued preservation and protection of original or otherwise significant structure, material, and ornamentation;
- (6) The relationship of buildings, structures, appurtenances, or architectural features similar to one within the same historic district, including for primary areas, visual compatibility as defined in § 154.572(B); and
- (7) The position of the building or structure in relation to the street, public right-of-way and to other buildings and structures.

(Ord. 2007-31, § 6)