


A Certificate of Appropriateness (COA) is a certification that the design of a project is appropriate within the neighborhood or area in which it is located. COA approval is required for any alteration, demolition or new construction in the Neighborhood Conservation Overlay District (NCOD). COA approval may be required in conjunction with site plan review, planned unit development and/or conditional use/special use permit review. COA approval is required before the issuance of building permits. There are three types of COA applications:

1. Neighborhood Certificate of Appropriateness (NCOA)- residential properties within the NCOD
2. Commercial Certificate of Appropriateness (CCOA)- commercial properties within the NCOD
3. Demolition Certificate of Appropriateness (DEM)- demolition of a structure within the NCOD



CODE REFERENCE
UDC 38.340
Overlay District Standards

DEVIATIONS FROM UNDERLYING ZONING REQUIREMENTS

Many structures within the NCOD do not conform to contemporary zoning standards. In order to encourage restoration and rehabilitation activity that would contribute to the overall historic character of the community, deviations from underlying zoning requirements. A deviation can be granted administratively or by the City Commission if there is more than a 20% change in the standard or more than two deviations is request. Per BMC 38.340.070, the criteria for granting deviations from the underlying zoning requirements:

1. Modifications must be more historically appropriate for the building and site in question and the adjacent properties.
2. Modifications will have minimal adverse effects on abutting properties or the permitted uses.
3. Modifications must assure the protection of the public health, safety and general welfare.

PROCESS OVERVIEW

This flow chart visually describes the COA process for all development proposals in the NCOD. The application is reviewed for adequacy against the Unified Development Code (UDC), Design Objectives Plan and the COA standards. Dependent on the scope of the project, your application will be routed and reviewed by the Development Review Committee (DRC) or other advisory boards if deemed necessary. If your COA is part of a subsequent application (i.e. site plan), please see the Development Review Process handout for process overview. Below is the process for an independent COA application that does not require a deviation or public hearing. If an application is not complete or requires revisions to comply with the code, this timeline will be extended.

START HERE

1 INTAKE
Digitally submit your application through the [Planning website](#).



WEEK ONE

2 ACCEPTABILITY REVIEW
Application is checked over. Project is formally submitted. Planner assigned reviews it to determine if all related information on checklist is acceptable.



WEEK THREE - FOUR

3 PROJECT REVIEW
Planner and any other advisory boards review project to determine adequacy. If project needs more information, it will require revisions/corrections.



WEEK FIVE

4 PUBLIC NOTICE
If a notice is required (i.e. new dwelling within NCOD), a public notice period is conducted.



WEEK SIX

5 FINAL REVIEW
Staff report is prepared, public notice ends and public comment is reviewed and considered.

WEEK SEVEN

6 DECISION
The City makes decision and determines approval of project. Once approved, a building permit can be applied for with the Building Division.

COA DESIGN OBJECTIVES

Any work that requires a COA must be in conformance with the Secretary of the Interior's Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring and Reconstructing Historic Buildings. Architectural evaluation is used to consider the appropriateness and compatibility of a project with the NCOD per BMC 38.340.050. When evaluating your project, consider the following:

Height and Scale

Consider relating the overall height, size and proportions of the new construction or addition to that of adjacent structures.

Massing

Consider breaking up uninteresting forms into small, varied masses. Variety of form and massing are elements essential to the character of the streetscape.

Directional Expression

Consider relating vertical, horizontal or non-directional facade character of new buildings to the predominant directional expression of nearby buildings.

Setback

Consider maintaining the historic facade lines of streetscapes by locating front walls of new buildings in the same place as the facades of adjacent buildings.

Roof Shapes

Consider relating the roof forms of the new buildings or additions to those found in the area. Duplication of existing or traditional roof shapes, pitches and materials of new construction is one way of making new structures and additions more visually compatible.

Sense of Entry

Consider articulating the main entrances of buildings with covered porches, porticos and other pronounced architectural forms. Entrances were historically raised a few steps above grade of the property and are a prominent visual feature of the street elevation of the building.

Rhythm of Openings

Consider the placement of windows and doors with respect to the facade's overall composition, symmetry or balanced asymmetry.