

## **Historic and Architectural Review Board Process**

### **Purpose of Board**

To maintain and protect the integrity of the Historic District, City Council adopted a Historic District ordinance and named a governing body known as the Historic and Architectural Review Board or HARB. The HARB consists of seven members – a registered architect, a licensed real estate broker, a building inspector, and the remaining four positions are to be persons with knowledge and interest in the preservation of the District.

### **What is subject to review?**

Any changes in the exterior of a building within the Historic District that are visible from a public street or way must be presented to the HARB *prior* to any construction work being initiated.

### **What is the review process?**

Property owners contemplating any changes subject to review are encouraged to first call the City's Code Enforcement Officer at 437-1619 to fully discuss the proposed changes and to request that the project be placed on the HARB's agenda. HARB meets the fourth Tuesday of each month at 10 AM in City Council Chambers. Requests to be placed on HARB's agenda must be received no later than one (1) week prior to the meeting date to insure a quorum at the HARB meeting. Pictures, scale drawings, proposed colors and representative materials should be submitted at this time to City Hall.

Those requesting consideration during a HARB meeting should appear in person. HARB may ask questions and/or suggest changes in its deliberation to recommend approval or denial of the request to City Council. At the following City Council meeting, HARB's recommendation will be presented and City Council will vote to approve or deny a Certificate of Appropriateness for the project. If approved, the certificate will be issued to the property owner authorizing a permit for erection, restoration, alteration, or demolition of the building. If denied, the property owner can amend the project and resubmit to the HARB for its next month's meeting.

### **Why is it important to follow this process?**

It is very important to the City and each of its residents to maintain the Historic District's integrity, as it is a true asset to the City. Those property owners that fail to comply with the ordinance or those that proceed with any work without a Certificate of Appropriateness are subject to fines and penalties up to \$500 per day. It is very important that residents and property owners be informed of their responsibilities under the ordinance.

See also:       Historic District Map  
                  Historic District Address Listings  
                  Historic District Ordinance  
                  HARB Description