



Memorandum

Planning Division • Community Development

900 Church Street
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To: Planning Commission

From: Anne Nygaard, Secretary to the HPC

CC: Tom Martin, Kent White

Date: April 2, 2018

Re: HPC related Zoning Ordinance Revisions

In recent discussions, the Historic Preservation Commission identified a couple areas of the Zoning Ordinance that could be modified to improve a citizen's experience dealing with the regulations of local historic districts. Please consider initiating revisions to the City's Zoning Ordinance on the following matters:

- 1) **Application Time Periods.** The Zoning Ordinance requires that applications for Certificates of Appropriateness (COAs) for work in historic districts be submitted thirty (30) days prior to a meeting of the Historic Preservation Commission (HPC). This requirement was adopted at the request of HPC with the update to the Zoning Ordinance in 2016. While an application deadline is necessary to provide adequate time for administrative processing and commission review, thirty (30) days is extensive and may be a burden on property owners wanting to improve the city's historic resources.
- 2) **Notification Requirements.** The Zoning Ordinance currently contains limited requirements for notification of COA applications and appeals of HPC decisions. The public has the right to a public hearing in appeals cases, but the notification of such a hearing is limited to the newspaper ad in the local paper. The commission believes this alone is not an adequate means of alerting the public of an appeal. Additionally, COA applications range in scale from minor actions like new downspouts to major actions like building additions. HPC is interested in requiring more notification on major actions. If initiated, staff will conduct further research and develop recommendations for appropriate notification signage in historic districts in coordination with the HPC.