



**CITY OF ST. CLOUD
HISTORIC PRESERVATION
CERTIFICATE OF
APPROPRIATENESS**
FEE: See fee schedule

FOR OFFICIAL USE ONLY
Date Received: _____
Case #: _____

NOTE: You may wish to consult the City of St. Cloud Land Development Code, as well as obtain the services of an attorney, engineer, real estate professional, architect, or other professional to aid in completing this application.

APPLICANT INFORMATION

Applicant is (check one and sign below): Owner Contractor Architect Other _____

Applicant: _____	Property Owner: _____
Contact: _____	Contact: _____
Address: _____	Address: _____
Phone: _____	Phone: _____
Cell: _____	Cell: _____
Email: _____	Email: _____

PROPERTY INFORMATION

Site Location/Address: _____

Current Use: _____ Proposed Use: _____

Year Built: _____ Projected Cost of Work: \$ _____

NARRATIVE

Please provide a detailed summary of proposed work. Note affected features and changes in external structure design or materials. (Note: May be submitted as an attachment).

I certify that I have reviewed the Land Development Code and that my submission meets all requirements.

APPLICANT/AGENT SIGNATURE	APPLICANT/AGENT NAME and TITLE	DATE

FOR OFFICIAL USE ONLY			
Parcel ID Number:			
Review Type:	<input type="checkbox"/> Ordinary Maintenance	<input type="checkbox"/> Minor Work (Staff)	<input type="checkbox"/> Major Work (SCHPB)
National Register of Historic Places Designation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No, but eligible	<input type="checkbox"/> No, not eligible
Local Register?	<input type="checkbox"/> Yes	<input type="checkbox"/> No, but eligible	

3.24.7. - Certificate of appropriateness.

The HPB or planning and zoning staff shall review actions affecting the exterior of properties and all resources, including noncontributing properties, within the district.

A. *Applying standards.* In reviewing an application, the Secretary of the Interior's Standards for Rehabilitation, as may be amended from time to time, shall be applied. The current version is as follows:

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 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 archaeological 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 on the same parcel of land 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 or related new construction on a parcel of land adjacent to a historic property 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. *Additional criteria.* The above points from the Secretary of the Interior's Standards for Rehabilitation shall be supplemented by the following criteria specific to certain types of requests:

1. *New construction and alterations.* All new construction and alterations to existing buildings within a designated historic district or on an individually designated property shall be visually compatible, and meet the following guidelines, as determined by the HPB.
 - i. *Setting, orientation and setbacks.* The building should be situated approximately the same distance from the street as adjacent historic buildings, to create a continuous street edge. The orientation of the building should be visually compatible with that of the buildings in the historic district at street level. The setting should be designed with the overall environment in mind. It should take into account the compatibility of landscaping, parking, service areas, walkways, and accessory structures.

- ii. *Building height.* The height of the building at street level, i.e., from a 15-foot perspective, should be visually compatible in comparison or relation to the height of the existing contributing buildings in the historic district.
 - iii. *Design styles.* New buildings should take their design cues from the prevailing architectural styles within the historic district. Traditional or contemporary design standards and elements should relate to the existing styles.
 - iv. *Proportion of openings.* The openings of any building within a historic district should be visually compatible with the openings in existing contributing buildings within the historic district. The relationship of the width of windows and doors to the height of windows and doors should be visually compatible with the existing contributing buildings within the historic district at street level.
 - v. *Rhythm of solids to voids.* The relationship between solids (walls) and voids (windows and doors) of a building should be visually compatible with the surrounding buildings at street level.
 - vi. *Rhythm of spacing along the street.* The relationship of buildings to the open space between them should be compatible with the other buildings on each side of the street in that block.
 - vii. *Relationship of materials and textures.* The materials and textures of a building should be chosen with the predominant materials of the historic district in mind, to the greatest extent possible. Simplicity in such use is preferable.
 - viii. *Roof shapes.* The roof shape of a building is a major distinguishing feature. The roof shape of a building should be compatible with the roof shape of existing contributing buildings within the historic district. The roof shape shall be consistent with the architectural style of the building, to the maximum extent possible.
 - ix. *Size, scale, bulk, mass and volume.* The physical size, scale, bulk, mass, and volume should be compatible with the existing contributing buildings within the historic district at street level, and where appropriate may be stepped back above 35 feet in building height.
2. *Additions.* All additions to historic structures or structures within a historic district shall meet the following guidelines, as determined by the HPB:
- i. Locate an addition to the rear or least visible sides of historic structures. Locating an addition on the front elevation should be avoided.
 - ii. Minimize the loss of historic materials from the historic structure and protect character-defining architectural features.
 - iii. Design the addition to be compatible in terms of massing, size, scale, relationship of solids to voids, and architectural features. An addition should be subordinate to the historic building.
 - iv. Differentiate the addition from the historic structure.
 - v. If permitted, rooftop additions should generally be limited to one story in height, should be set back from the wall plane and should be as inconspicuous as possible.
 - vi. Continue the design elements on all elevations of the new construction, not only those elevations that can be viewed from the street.
 - vii. Design and construct the addition so that, if removed in the future, the essential form and integrity of the historic structure will be unimpaired.
 - viii. Limit the size and number of openings between the old and new building by utilizing existing doors or by enlarging existing windows.

3. *Demolition.* All demolitions of historic structures within a historic district shall comply with the following:
 - i. Simultaneous certificates required. No building or structure on a property or located within a district shall be demolished without first receiving a certificate of appropriateness for new construction. The applications for demolition and new construction shall be reviewed by the HPB and by the planning and zoning department. The requirement of a certificate of appropriateness for new construction may be waived by the HPB upon a good cause showing that such requirement would be unduly harsh or would result in a substantial hardship to the property owner.
 - ii. A showing of good cause may include, but is not limited to, evidence that the property owner is unable to comply with the requirement for simultaneous new construction due to advanced age, infirmity, physical, or other debilitating handicap, or financial hardship.
 - iii. If an application for certificate of appropriateness for demolition is approved, the owner shall, at his/her expense, fully record the building prior to demolition. At a minimum, the owner shall provide an architectural description, floor plan with interior and exterior dimensions, interior and exterior photographs, and any other information requested by the HPB. Said record shall be deposited with the city clerk where it will be made available to the public.
 - iv. Upon approval by the HPB of a certificate of appropriateness for demolition, the demolition permit shall not be issued until all demolition and new construction plans for the property have received all other required governmental approvals.
 - v. The existence of one or more of the following conditions may be the basis for denial of a demolition application:
 1. The resource contributes significantly to the historic character of a designated property or district;
 2. The resource is listed in the National Register of Historic Places;
 3. The resource is one of the last remaining examples of its kind in the neighborhood or city;
 4. The resource is capable of being repaired and reused in a practical and feasible manner;
 5. Retention of the resource would promote the general welfare of the city by providing an opportunity to study local history, architecture, and design, or by developing an understanding of the importance and value of a particular culture or heritage;
 6. Granting a certificate of appropriateness for the demolition would result in an irreparable loss to the city of a significant resource;
 7. The plans for the simultaneous new construction (if the demolition is granted) are not compatible with the property or district.
4. *Demolition delay period.* The HPB may grant a certificate of appropriateness for demolition which may contain a delayed effective date. The effective date will be determined by the HPB based on the relative significance of the resource and the probable time required to arrange a possible alternative to demolition. The HPB may delay demolition for up to three months. During the demolition delay period, the HPB may take such steps as it deems necessary to preserve the resource. Such steps may include, but are not limited to: consultations with community groups, public agencies, and interested citizens; recommendations for acquisition of the property by public or private bodies or agencies; an exploration of the possibility of moving the resource.

5. *Salvage and preservation of specific features.* The HPB may require the property owner to salvage and preserve specified classes of building materials, architectural details, ornaments, fixtures and the like.
6. *Authority to initiate designation.* If an undesignated property warrants it and it is otherwise authorized under this ordinance, planning and zoning staff, the building official, or other city staff may initiate, or recommend that the HPB initiate the designation application and review process for demolition. They may further request that the HPB require that the issuance of a demolition permit be stayed pending the HPB's review of the application and the city council's decision to designate or deny designation of the property for demolition. However, the maximum period during which the issuance of a demolition permit may be stayed pursuant to this paragraph is 120 days, unless extended by the city council. If for any reason the designation process is not completed and the demolition application is approved, the owner shall, at his/her expense, fully record the building prior to demolition and attempt to salvage and preserve specified classes of building materials, architectural details, ornaments, fixtures, and the like.
7. *Relocation.* The existence of one or more of the following conditions may be the basis for denial of a relocation application:
 - i. The historic character or architectural elements of the resource contribute to its present setting in such a manner that relocation would result in a substantial loss to the setting or district;
 - ii. There are no definite plans for the area to be vacated;
 - iii. There are definite plans for the area to be vacated that may adversely affect the character of the district;
 - iv. The resource cannot be moved without significant damage to its physical integrity;
 - v. The proposed relocation area is not compatible with the historic, cultural, and architectural character of the resource;
 - vi. Little or no effort has been made to consider relocation within the same district or within another district with compatible historic, aesthetic, cultural, or design qualities with the relocated resource.
8. *Changes in approved work.* Any change in the proposed work following the issuance of a certificate of appropriateness shall be reviewed by planning and zoning staff. If the proposed change does not materially affect the historic character or the proposed change is in accordance with the HPB's decision, planning and zoning staff may administratively approve the change. If the proposed change is not in accordance with the HPB's decision, a new certificate of appropriateness application for such change must be submitted for review.

(Ord. No. [2016-55](#), § 1, 12-8-2016)