

City of Sherwood, Oregon
Joint Planning Commission
Historic Landmarks Board Meeting

July 12, 1994

1. **Call to Order/Roll Call.**

Chairman Birchill called the meeting to order at 7:30 p.m. Commission members present were: Chairman Eugene Birchill, Marge Stewart, Rick Hohnbaum, and George Bechtold. Susan Claus and Chris Corrado were absent. Landmarks Advisory Board members present were: Odge Gribble, Alice Thornton, Lila Salisbury. Planning Director Carole Connell and Volunteer Planning Assistant Beck Read were also present.

Guests in the audience were Don Hite, Jim Claus and Kevin Saxton.

2. **Workshop:**

Chairman Birchill advised that the purpose of the joint meeting of the Commission with the Landmarks Board was to receive input to develop a draft of the Section 9.401.04, of Chapter 9 Historic, and to create a criteria by which historic structures may be evaluated. After considerable discussion, the Commission and Board concurred that the following draft be submitted for public hearing before the Planning Commission. (Additions are those words which have been underlined; omissions are those words with a line through them.)

CHAPTER 9

HISTORIC RESOURCES

9.100 PURPOSE

Chapter 9 is intended to protect, preserve, and otherwise properly manage the City's historic and cultural resources for the benefit **and education** of the general public, and to establish performance standards allowing the City to properly and uniformly assess the impact of residential, commercial, industrial, and institutional development and activities on the quality of the City's historic and cultural resources.

9.200 SPECIAL RESOURCE ZONES

9.201 Generally

Special resource zones are established to provide for the preservation, protection, and management of unique historic and cultural resources in the City that are deemed to require additional standards beyond those contained elsewhere in this Code. Special resource zones may be implemented as underlying or overlay zones depending on patterns of property ownership and the nature of the resource. A property or properties may be within more than one (1) resource zone. In addition, the City may identify special resource areas and apply a PUD overlay zone in advance of any development in order to further protect said resources.

9.202 Old Town (OT) Overlay

9.202.01 Purpose

The OT zoning district is an overlay district generally applied to commercially zoned property, and residential properties with the potential for commercial conversion, in the Smockville Subdivision, also known as Old Town. The OT zone recognizes the unique and significant characteristics of Old Town, and is intended to provide development flexibility with respect to uses, site size, setbacks, heights, and site design elements, in order to preserve and enhance the area's commercial viability and historic character. The OT overlay zone is designated an historic district as per Sections 9.400 and 9.500.

9.202.02 Permitted Uses

The following uses are permitted outright, provided such uses meet the applicable environmental performance standards contained in Chapter 8:.

- A. Uses permitted outright in the RC zone, Section 2.108.02, and the MDRL zone, Section 2.103.02 provided that uses permitted outright on any given property are limited to those permitted in the underlying zoning district, unless otherwise specified by Sections 9.202.02 through 9.202.04.
- B. In addition to the home occupations permitted under Section 2.203.02, antique and curio shops, cabinet making, arts and crafts galleries, artists cooperatives, and bookshops, are permitted,

subject to the standards of Sections 2.203 and 9.202.

- C. Boarding and rooming houses, bed and breakfast inns, and similar accommodations, containing not more than five (5) guest rooms.
- D. Motels and hotels, and residential apartments when located on upper floors, to the rear or otherwise clearly secondary to commercial buildings in the underlying RC Zone, Section 2.108.02.
- E. Other similar commercial uses or similar home occupations, subject to Section 4.600.

9.202.03 Conditional Uses

The following uses are permitted as conditional uses, provided such uses meet the applicable environmental performance standards contained in Chapter 8, and are approved in accordance with Section 4.300.

- A. Uses permitted as conditional uses in the RC zone, Section 2.108.03, and the MDRL zone, Section 2.103.03, provided that uses permitted as conditional uses on any given property are limited to those permitted in the underlying zoning district, unless otherwise specified by Sections 9.202.02 through 9.202.04.

9.202.04 Prohibited Uses

The following uses are expressly prohibited:

- A. Adult entertainment businesses.
- B. Manufactured homes on individual lots.
- C. Manufactured home parks.

9.202.05 Dimensional Standards

The dimensional standards of the underlying zoning districts shall apply, with the following exceptions:

A. Lot Dimensions

Minimum lot area (RC zoned property only): Twenty-five hundred (2,500) square feet.

B. Setbacks

Minimum yards (RC zoned property only): None, including structures adjoining a residential zone, provided that Uniform Building Code, Fire District regulations, and the site design standards of this Code, not otherwise varied by Section 9.202, are met.

C. Height

The maximum height of structures on RC zoned property shall be two (2) stories or forty (40) feet, whichever is less. Provisions for commercial structures adjoining residential zones, and for additional building height as a conditional use, shall not apply. Chimneys, solar and wind energy devices, radio and TV antennas, and similar devices may exceed the height limitation by twenty (20) feet.

D. Coverage

Home occupations permitted as per Section 2.203.02 and 9.202.02 may occupy up to fifty percent (50%) of the entire floor area of all buildings on a lot.

9.202.06 Community Design

Standards relating to off-street parking and loading, environmental resources, landscaping, historic resources, access and egress, signs, parks and open space, on-site storage, and site design as per Chapters 5, 8 and 9 shall apply, with the following exceptions:

A. Generally

In reviewing site plans, as required by Section 5.100, the Commission shall utilize the design guidelines originally contained in the "Sherwood Old Town Revitalization Action Plan", as adopted and made a part of this Code by reference, and attached as Appendix I, and, when applicable, the standards of Sections 9.400 and 9.500.

B. Landscaping

1. Perimeter screening and buffering, as per

Section 5.203.01, is not required for approved home occupations.

2. Minimum landscaped areas are not required for off-street parking for approved home occupations.
3. Landscaped strips, as per Sections 5.203.02 and 8.304.04A, may be a minimum of five (5) feet in width, except when adjoining alleys, where landscaped strips are not required.
4. Fencing and interior landscaping, as per Section 5.203.02, are not required.

C. Off-Street Parking

1. Required residential, home-occupation, and commercial off-street parking spaces may be located on the same property as the use which the parking serves, or off-site within five hundred (500) feet of the use served. Off-site parking shall be permitted only if satisfactory evidence is presented to the City, in the form of deeds, leases or contracts, establishing control of the site for vehicle parking purposes.
2. Except as otherwise provided in Section 2.115, minimum standards for off-street parking spaces for commercial uses and home occupations shall be one-half (1/2) of the standards established under Section 5.302.02B.
3. For Blocks 1 and 2, and the southern halves of Blocks 5 and 6, all on Washington County Assessors Map 2S1-32BC, off-street parking is not required.
4. Minimum requirements for off-street parking established by Section 9.202.06C2, may be further reduced by a percentage equal to the number of public off-street parking spaces provided within the OT zone, compared to the total off-street parking for existing and proposed uses, as computed by the City, that would otherwise be required in the OT zone.

5. Up to fifty percent (50%) of required off-street parking spaces may have minimum dimensions of eight (8) feet in width and eighteen (18) feet in length.

D. Off-Street Loading

Off-street loading spaces for commercial uses may be shared and aggregated in one or several locations in a single block, provided that the minimum area of all loading spaces in a block, when taken together, shall not be less than fifty percent (50%) of the minimum standard that is otherwise required by Section 5.303.01B.

E. Signs

In addition to signs otherwise permitted for home occupations, as per Section 2.203.01, one (1) exterior sign, up to a maximum of sixteen (16) square feet in surface area, may be permitted for each approved home occupation.

F. Non-conforming Uses

When a nonconforming lot, use, or structure within the OT zone has been designated a landmark as per Section 9.400, ~~or has been included in the 1989 Sherwood Cultural Resources Inventory,~~ or when a nonconforming lot within the OT zone is vacant, and the proposed change will, in the City's determination, be fully consistent with the goals and standards of the OT zone and other City guidelines to preserve, restore, and enhance historic resources, nonconforming use restrictions contained in Section 2.206 may be waived by the Commission.

9.300 LANDMARKS ADVISORY BOARD

9.301 GENERALLY

- A. The City Landmarks Advisory Board shall consist of seven (7) members to be appointed by the Council for terms of two (2) years. Two (2) members may be non-residents of the City, provided they reside within the Sherwood portion of the Urban Growth Boundary. Landmarks Board members shall receive no compensation for their services, but shall be reimbursed for duly authorized expenses.

- B. A Landmarks Board member may be removed by a majority vote of the Council for misconduct or non-performance of duty, as determined by the Council. Any vacancy shall be filled by the Council for the unexpired term of the predecessor in office.
- C. Landmarks Board membership may be drawn from all segments of the community, provided however, that the Council shall strive to appoint individuals in a variety of professions to the Landmarks Board, and shall give preference to owners of historic properties, architects, real estate brokers, attorneys, builders, historians, and other professions providing background and expertise relevant to historic preservation.
- D. No more than two (2) Landmarks Board members shall be engaged principally in the buying, selling, or developing of real estate for profit as individuals, or be members of any partnership, or officers or employees of any corporation that is engaged principally in the buying, selling, or developing of real estate for profit. No more than two (2) members shall be engaged in the same kind of business, trade, or profession.

9.301.01 Officers, Minutes, and Voting

- A. The Landmarks Board shall, at its first meeting in each odd-numbered year, elect a chair and vice-chair who shall be voting members and who shall hold office at the pleasure of the Landmarks Board.
- B. Before any meeting of the Landmarks Board, public notice shall be given as required by State Statute and this Code. Accurate records of all Landmarks Board proceedings shall be kept by the City, and maintained on file in the City Recorder's office.
- C. A majority of members of the Landmarks Board shall constitute a quorum. A majority vote of those members, not less than a quorum, present at an open meeting of the Landmarks Board shall be necessary to legally act on any matter before the Landmarks Board. The Landmarks Board may make and alter rules of procedure consistent with the laws of the State of Oregon, the City Charter, and City

ordinances.

9.301.02 Conflicts of Interest

- A. Landmarks Board members shall not participate in any Landmarks Board proceeding or action in which they hold a direct or substantial financial interest, or when such interest is held by a member's immediate family. Additionally, a member shall not participate when an action involves any business in which they have been employed within the previous two (2) years, or any business with which they have a prospective partnership or employment.

- B. Any actual or potential interest by a Landmarks Board member in an action as per Section 9.303.03A shall be disclosed by that member at the meeting of the Landmarks Board where the action is being taken. Landmarks Board members shall also disclose any pre-hearing or ex-parte contacts with applicants, officers, agents, employees, or any other parties to an application before the Landmarks Board. Ex-parte contacts with a Landmarks Board member shall not invalidate a final decision or action of the Landmarks Board provided that the member receiving the contact indicates the substance of the content of the ex-parte communication and of the right of parties to rebut said content at the first hearing where action will be considered or taken.

9.301.03 Powers and Duties

Except as otherwise provided by law, the Landmarks Board shall be vested with all powers and duties, and shall conduct all business, as set forth in the laws of the State of Oregon, the City Charter, and City ordinances. The Landmarks Board shall:

- A. Recommend to the Council the designation of certain historic and cultural resources, structures, buildings, places, sites, landscapes and areas as landmarks or historic districts, in accordance with Section 9.400. Subject to the approval of the Council, the Board may employ the services of a qualified architect or historian in the designation process. The landmark alteration criteria contained in Section 9.500 shall only apply to designated landmarks or historic

districts.

- B. Review and take action, or make recommendations, on land use or building applications for designated landmarks and historic districts, in accordance with Section 9.500.
- C. Determine an appropriate system of marks for designated landmarks and historic districts.
- D. Cooperate with and enlist the assistance of persons, organizations, corporations, foundations, and public agencies in matters involving historic preservation, ~~renovation~~, rehabilitation, and reuse.
- E. Advise and assist owners of landmarks on the physical and financial aspects of historic preservation, ~~renovation~~, rehabilitation, and reuse, especially with respect to publishing or making available guidelines on historic preservation, and identifying and publicizing tax benefits and grant and loan opportunities.

9.400 LANDMARK DESIGNATION

9.401 DESIGNATION STANDARDS AND PROCEDURES

9.401.01 Generally

- A. The Landmarks Board shall make recommendations on the designation of structures, buildings, places, landscapes and sites, having special historical, architectural, or cultural significance, as historic landmarks or historic districts.
- B. Subject to the procedures and standards of Sections 9.401.03 and 9.401.04, historic resources may be designated as landmarks having ~~Highest~~, Primary or Secondary ~~or Contributing~~ significance based on the historic, architectural, site, and use evaluation criteria contained in Section 9.401.04.

9.401.02 Effect of Designation

- A. Any historic resource designated as per Section 9.400, shall be subject to Section 9.500, except as otherwise provided by this Code. Any building or site that is considered for landmarks

designation, but rejected as per Section 9.400, may not be reconsidered for a minimum period of two (2) years. The classification of any designated landmark once established as per Section 9.400 may not be reconsidered for a minimum period of two (2) years.

- B. The landmark alteration criteria contained in Section 9.500 shall apply only to designated landmarks or historic districts. Historic resources designated as landmarks of Secondary or Contributing significance shall not be subject to Section 9.500, except for such landmarks within a special historic resource zone or historic district. Designated Secondary or Contributing landmarks within a special historic resource district are subject to Section 9.500.
- C. Notwithstanding its listing and rating in, or omission from, a historic resources inventory, or its designation or rejection as a landmark, any structure, building, place, landscape, site, or area within a special historic resource zone may be subject to the standards of that zone. Any structure, building, place, site, or area within a designated historic district shall be subject to Section 9.500 where so required by this Code, and may be subject to the standards of that district.

9.401.03 Procedures

- A. Except as otherwise provided herein, the Council, Commission, Landmarks Board, the owners of a potential landmark, or a citizen may initiate historic landmark or district designation in accordance with Section 9.401. Application for landmark designation shall be made on forms provided by the City. ~~and be accompanied by a fee as per Section 3.300, except when the action is initiated by the City.~~ A proposed designation shall be processed as a plan amendment. If a resource is designated, it shall be included as a designated historic site in the Community Development Plan Part 2. Within 45 days of submittal of a complete application, the Landmarks Board shall conduct a public hearing concerning the proposed designation and provide public notice in accordance with Section 3.200 of this Code. The Landmarks Board shall provide a report and recommendation on the proposed designation to the Council.

- B. Initiation of consideration of a new historic district designation, or amendment to any established historic district, may be initiated by the Council, Commission, or Landmarks Board, or by petition specifying a proposed district boundary and signed by at least twenty-five percent (25%) of the property owners within the proposed district. The Landmarks Board shall conduct a public hearing concerning the proposed designation and provide public notice in accordance with Section 3.200 of this Code. The Landmarks Board shall provide a report and recommendation on the proposed designation to the Council. Once City action on historic district designation is complete, the designation shall not go into effect until the City has adopted design guidelines and standards for the district. Unless otherwise impractical, historic district design guidelines and standards should be developed and considered concurrently with historic district designation.

- C. Upon receipt of the report and recommendation of the Landmarks Board, the Council shall conduct a further public hearing as per Section 3.200. Approval of the designation shall be in the form of an ordinance.

9.401.04 Standards

In determining whether historic resources should be designated as landmarks or historic districts, the Landmarks Board, and Council shall make written findings with respect to the following factors. Designated landmarks shall be rated as having ~~Highest~~, Primary or Secondary ~~or Contributing~~ significance.

- A. Landmark Boards evaluation in accordance with the following criteria:

The quality of significance in American history, architecture, archeology, engineering, and culture is present in districts, sites, buildings, structures, and objects that possess integrity of location, design, setting, materials, workmanship, feeling and association, and:

- 1. That are associated with events that have made a significant contribution to the broad patterns of our history; or

2. That are associated with the lives of persons significant in our past; or
3. That embody the distinctive characteristics of a type, period, or method of construction, or that represent the work of a master, or that possess high artistic values, or that represent a significant and distinguishable entity whose components may lack individual distinction; or
4. That have yielded, or may be likely to yield, information important in prehistory or history; or
5. Is listed on the National Register of Historic Places.

B. The Board shall examine specific uses allowed in the zoning districts where the proposed landmark lies, and identify conflicts with the proposed designation.

C. The Board shall determine the economic, social, environmental and energy (ESEE) impacts of designation on the proposed landmark site, and the ESEE impacts on conflicting uses.

D. The Board, after weighing the ESEE impacts and giving consideration to the criteria in Section 9.401.04A of this section, shall recommend to the Council approval of the application, approval with conditions, or disapproval of the application. Action on the application may be postponed no more than forty-five (45) days.

~~E. Where the Board decides to approve the application or approve the application with conditions, the owners of a landmark site objects thereto, the Commission shall not proceed with such approval with respect to that site, but shall submit a report to the Council recommending the City acquire a conservation easement to protect the landmark on the site by purchase, agreement, or donation pursuant to ORS 271.715 to 271.725 and paragraph B.7 of Goal 5 of the Land Conservation and Development Commission, and the Council is authorized to acquire such an easement in accordance therewith. The Council may consult with the Landmarks Board before acting on such recommendation.~~

~~F. If the Council determines that the economic cost of~~

~~acquiring the easement outweighs the benefits of historical preservation under an ESEE analysis, or if the Council has no funds with which to acquire the easement, the City may decline to acquire the easement and may disapprove the application insofar as it is applicable to the site. Any action taken by the Council under this subsection shall be completed within 60 days after receipt of the Board's recommendation.~~

9.500 LANDMARK ALTERATION

9.501 PROCEDURES

9.501.01 Alteration Application

- A. Application for any alteration of a designated landmark, except as per Section 9.501.03, shall be made on forms provided by the City. ~~The alteration application shall, at a minimum, include the building permit application and any applicable architectural or construction drawings, or if no building permit is required, sufficient information, in the City's determination, for the Landmarks Board to render a decision.~~ There is no fee for an alteration review by the Board. ~~This does not affect regular building permit fees.~~ All other fees associated with an alteration shall be due and payable at the usual time.

The following information shall be required in an application for alteration or new construction of a landmark:

1. The applicant's name and address.
2. The property owner's name(s) and address(es), if different from the applicant's and a statement of authorization to act on behalf of the owner signed by the owner.
3. The street address or other easily understood geographical reference to the landmark property.
4. A drawing or site map illustrating the location of the landmark.
5. A statement explaining compliance with the applicable approval criteria 9.500, as appropriate.

6. Five sets of plan drawings to include site, landscaping and elevations, drawn to scale.
 7. Photographs of the landmark which show all exterior features.
 8. A list of owners of property (fee title) within one hundred (100') feet of the subject property together with their current mailing addresses.
 9. Any other information deemed necessary by the City Manager or his or her designee.
- B. The Landmarks Board shall conduct a public hearing concerning the application and provide public notice in accordance with Section 3.200 of this Code. The Landmarks Board decision shall be based on compliance with the review standards in Sections 9.501.01C and 9.502.
- C. In any alteration action, the Landmarks Board shall give full consideration and weight to the importance of the landmark, its landmarks classification and designation, any adverse economic or visual impacts on adjacent landmarks, special historic resource zones, or historic districts, and if the proposed landmark is within a special historic resource zone or designated historic district, the standards and guidelines of that zone or district.

9.501.02 Appeals

A decision rendered by the Landmarks Board regarding approval, approval with conditions, or denial of a permit for construction, alteration, removal, or demolition of a designated landmark, may be appealed to the Council as per Section 3.400.

9.501.03 Exceptions

Any alteration, construction, removal, or demolition of a designated landmark that requires a City building permit, except for: ~~basic building maintenance including roof replacement, or paint or that requires a City land use approval, shall be subject to the landmark alteration review standards of this Code, provided that:~~

A. Nothing in this section shall be construed to prevent the maintenance or repair of any exterior architectural feature which does not involve a change in design, material or appearance of such feature or which the Building Official shall determine is required for the public safety due to an unsafe or dangerous condition.

B. Maintenance and repair are not subject to Section 9.501.01 and include, but are not limited to:

1. Replacement of gutters and downspouts, or the addition of gutters and downspouts, using materials that match either existing materials or those that were typically used on similar style buildings;

2. Repairing, or providing a new foundation that does not result in raising or lowering the building elevation unless the foundation materials and craftsmanship contributes to the historical and architectural significance of the landmark;

3. Replacement of wood siding, when required due to deterioration of material, with wood material that matches the appearance of the original siding;

4. Repair and/or replacement of roof material with the same kind of roof materials existing, or with materials which replicate the original roof;

5. Installation of storm windows and doors which complement or match the color, detail and proportions of the building as approved by the City Building Official;

6. Replacement of wood sashes with wood sashes, or the addition of wood sashes when such is consistent with the original historic appearance; and

7. Painting and related preparation.

~~—~~ A C. ~~Landmarks designated as Secondary or Contributing~~ historic resources as per Section 9.401 shall not be subject to landmarks alteration review, except for such landmarks within a special historic resource zone or designated historic district. Designated Secondary ~~or Contributing~~ landmarks within a special historic

resource zone or designated historic district shall be subject to Section 9.500.

- ~~B~~ D. Interior alterations not impacting a designated landmarks external appearance or facade shall not be subject to landmarks alteration review, unless the interior is specifically cited as part of the reason for the landmarks designation, as per Section 9.401.04.
- ~~C~~ E. Signs shall be subject to Section 5.700 only, provided that the City Manager or his or her designee finds that the proposed sign or signs comply with the standards of Section 9.500 and the guidelines and standards of any applicable special historic resource zones or designated historic districts. These findings shall be prepared and reviewed as per Section 9.501.01B.
- ~~D~~ F. If no City building permit or land use approval is otherwise required, facade alterations which, in the City's determination, adversely impact a landmarks historic character, shall be subject to landmark alteration review. Such alterations subject to review could include, but are not limited to painting of facade elements, construction of materials normally left unpainted within the historic context of the landmark; replacement of windows, transoms, awnings, doors, exterior lighting, or other exterior features; the addition and replacement of exterior heating, ventilating and air conditioning equipment, except for temporary equipment such as portable in-window air conditioners; or any overlay of an existing facade with other materials.

9.502 ALTERATION STANDARDS

The following general standards are applied to the review of alteration, construction, removal, or demolition of designated landmarks that are subject to Section 9.500. In addition, the standards and guidelines of any applicable special resource zone or historic district shall apply. In any landmark alteration action, the Landmarks Board shall make written findings indicating compliance with these standards.

9.502.01 Generally

- A. Every reasonable effort has been made by the property owner, in the City's determination, to provide a use of

the landmark which requires minimal alteration of the structure, site, or area.

- B. In cases where the physical or structural integrity of a landmark is questionable, that the proposed alterations are the minimum necessary to preserve the landmarks physical or structural integrity or to preserve the feasibility of the continued occupation or use of the landmark given its structural condition.
- C. In cases where the landmark has been significantly altered in the past, that it is technically feasible to undertake alterations tending to renovate, rehabilitate, repair or improve the landmark to historic standards given those prior alterations.
- D. The compatibility of surrounding land uses, and the underlying zoning designation of the property on which the historic resource is sited, with the historic resources continued use and occupation, and with the ~~renovation~~, rehabilitation, repair, or improvement of the resource to historic standards.
- E. Alterations shall be made in accordance with the historic character of the landmark as suggested by the historic resources inventory and other historic resources and records. Alterations to landmarks within special historic districts shall, in addition, be made in accordance with the standards and guidelines of that zone or district.
- F. Alterations that have no historic basis and that seek to create a thematic or stylistic appearance unrelated to the landmark's or historic district's history and original or later significant additions architecture shall not be permitted.

9.502.02 Architectural Features

- A. The distinguished original qualities or character of a landmark shall not be destroyed. The removal or alteration of any historic material or distinctive architectural features shall be avoided. Distinctive stylistic or architectural features or examples of skilled craftsmanship which characterize a landmark shall be preserved.
- B. Deteriorated architectural features shall be restored wherever possible. In the event replacement is

necessary, the new materials should match the material being replaced in composition, design, color, texture, and other visual qualities.

- C. Repair or replacement of missing architectural features should be based, wherever possible, on accurate duplications of said features, substantiated by historic, physical, or pictorial evidence, rather than on conjectural designs or the availability of different architectural elements from other buildings or structures.
- D. The surface cleaning of landmarks shall be undertaken using methods generally prescribed by qualified architects and preservationists. Sandblasting and other cleaning methods that will damage historic building materials shall not be undertaken.
- E. Contemporary design for alterations and additions to landmarks may be allowed when such alterations and additions do not, in the City's determination, destroy significant historical, architectural, or cultural features, and such design is compatible with the size, scale, color, material, and character of the designated landmark or historical district.
- F. Whenever possible, new additions or alterations to landmarks shall be done in such a manner that, if such additions or alterations were removed in the future, the historic form and integrity of the landmark would be unimpaired.

9.503 VARIANCES TO ALTERATION STANDARDS

9.503.01 Generally

- A. Any variances to landmark alteration standards shall be considered as per Section 4.400, provided however, that the Commission shall first receive and consider a report and recommendation of the Landmarks Board, in addition to considering the criteria specified in Section 9.503.01B. Variances to landmark alteration standards as per Section 4.400, shall be considered only if the landmark has been subject to the full landmark alteration review procedure as per Section 9.501.
- B. In any variance action, the Landmarks Board and the Commission shall give full consideration and weight to

the importance of the landmark, its classification and designation as a landmark, the standards and guidelines of any applicable special historic resource zones or designated historic districts, the standards of Section 9.503, and to any adverse economic or visual impacts and any variance on adjacent landmarks, special historic resource zones, or designated historic districts.

6. **Adjournment:**

There being no further items before the Commission, the meeting adjourned at approximately 9:30 p.m.

Respectfully submitted,

Carole W. Connell
Planning Director